



CIVIL SERVICE BOARD MEETING AGENDA

Date: July 15, 2021

Open Session: 5:30 p.m.

Location: Via Zoom

BOARD MEMBERS: **Chairperson, Yvonne Hudson-Harmon; Vice Chair, Carmen Martinez; Lauren Baranco; Michael Brown; Brooke Levin; Beverly A. Williams**

STAFF TO THE BOARD: **Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, Assistant HR Director/Staff to the Board
Malia McPherson, Attorney to the Board**

Pursuant to the Governor's Executive Order N-29-20, members of the Civil Service Board as well as the Director of Human Resources and the Counsel to the Board will join the meeting via phone/video conference and no teleconference locations are required.

PUBLIC PARTICIPATION

The public may observe and/or participate in this meeting many ways.

OBSERVE:

- To observe the meeting by video conference, please click on this link:
<https://us02web.zoom.us/j/84050839067?pwd=WWtjMXNGTlcvbU5BTHd5OUh2bXo5QT09>
at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting
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Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 840 5083 9067 Passcode: 460154

If asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

COMMENT:

DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE AND COUNCIL'S RULES OF PROCEDURES, ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM 1. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

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If you have any questions, please email Greg Preece, Assistant Director of Human Resources at GPreece@oaklandca.gov. – Human Resources Management Department.

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

**COMMENT ON ALL ACTION ITEMS WILL BE TAKEN AT THIS TIME.
COMMENTS FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN DURING
OPEN FORUM.**

- | | |
|---|--------------------|
| 2) APPROVAL OF THE JULY 15, 2021 CIVIL SERVICE BOARD MEETING AGENDA | ACTION |
| 3) UPDATES, SECRETARY TO THE BOARD | INFORMATION |
| 4) CONSENT CALENDAR: | ACTION |
| a) Approval of Provisional Appointments (0) | |
| <ul style="list-style-type: none"> • There are no provisionals this month. | |
| b) Approval of Employee Requests for Leave of Absence (3) | |
| <ul style="list-style-type: none"> • Human Resources Management Department (1) • Oakland Public Library (1) • Planning & Building Department (1) | |

c) Approval of Revised Classification Specifications (0)

- There are no classification specifications this month.

5) OLD BUSINESS:

- | | |
|---|-------------|
| a) Approval of May 20, 2021 Civil Service Board Meeting Minutes | ACTION |
| b) Approval of June 17, 2021 Civil Service Board Meeting Minutes | ACTION |
| c) Determination of Schedule of Outstanding Board Items | ACTION |
| d) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 | INFORMATION |
| <i>There is no report available this month.</i> | |
| e) Update on Common Class Study | INFORMATION |
| <i>There is no update this month.</i> | |
| f) Civil Service Rule Policy Update | INFORMATION |
| <i>There is no update this month.</i> | |
| g) Update Regarding Measure Q Hiring Efforts | INFORMATION |
| h) Hiring Process Discussion – Staffing Report and Recruitment & Hiring Process | INFORMATION |

6) NEW BUSINESS:

- | | |
|---|-------------|
| a) Approval of New Classification Specifications for Custom Application Developer III and Oracle Application Developer III | ACTION |
| b) Quarterly Update per Section 3.04 (f) of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing Status of all Classification Specification Revisions Currently Under Review | INFORMATION |

7) OPEN FORUM**8) ADJOURNMENT**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, August 19, 2021. All materials related to agenda items must be submitted by Thursday, August 5, 2021. For any materials over 100 pages, please also submit an electronic copy of all materials.

Submit items via email or U.S. Mail to:

City of Oakland - Civil Service Board
150 Frank H. Ogawa Plaza, 2nd floor
Oakland, CA 94612
civilservice@oaklandca.gov



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MEMORANDUM

DATE: July 15, 2021

TO: The Honorable Civil Service Board

FROM: Greg Preece, Assistant HR Director / Staff to the Board

THROUGH: Ian Appleyard, HRM Director / Secretary to the Board

SUBJECT: Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of three (3) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification	Department	Leave Duration	Category
Dalke, Judith	Human Resource Technician	Human Resources Management Department	July 5, 2021 – July 30, 2021	CSR 8.07 (c)
Ortiz, Ana	Library Aide, PPT	Oakland Public Library	June 30, 2021 – July 21, 2021	CSR 8.07 (c)
Aranda, Tina	Public Service Representative	Planning & Building Department	July 9, 2021 – July 25, 2021	CSR 8.07 (c)

RECOMMENDATION:

Staff recommends that the Civil Service Board approve the requested Leave of Absence forms.



Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
- FDN - Family Death (no pay)
- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Ana Ortiz Employee's ID 23961 Today's Date 06/14/2021

Department/Division Library Employee Job Title PPT Library Aide

Request: 90 Days Hours From 6/30/21 To 07/21/2021
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave ANP
(Write appropriate code)

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No *	Parental Leave (no pay)

*** Additional Information**

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Ana Ortiz 6/14/21
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 6/24/2021
 Department Head Approval Date

 City Manager Approval Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.



Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
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- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Tina Aranda Employee's ID 8061 Today's Date 6/16/21

Department/Division PBD - Cashiering Employee Job Title PSR

Request: 11 Days Hours From 7/9/21 To 7/25/21
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave _____
(Write appropriate code)

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
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SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
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* Additional Information

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Tina Aranda 6/16/21
Employee's Signature Date

Civil Service Board Approval Date

William Gilchrist Jun 17, 2021
Department Head Approval Date

City Manager Approval Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.



CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: May 20, 2021

Open Session: 5:30 p.m.

Location: Via Zoom

BOARD MEMBERS: Vice Chair, Christopher Johnson; Lauren Baranco; Michael Brown, Yvonne Hudson-Harmon; Brooke Levin; Carmen Martinez; Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, Assistant HR Director/Staff to the Board
Sally Nguyen, Counsel to the Board
Jessica Rutland, Human Resource Technician

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Webinar ID: 830 6887 7684 Passcode: 426862

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COMMENT:

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OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

**COMMENT ON ALL ACTION ITEMS WILL BE TAKEN AT THIS TIME.
COMMENTS FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN DURING
OPEN FORUM.**

2) APPROVAL OF THE MAY 20, 2021 CIVIL SERVICE BOARD MEETING AGENDA

ACTION

45051 A motion was made by Member Hudson-Harmon and seconded by Member Baranco to approve the May 20, 2021 Civil Service Board Agenda. The motion passed.

Votes: Board Member Ayes: 5 – Johnson, Baranco, Hudson-Harmon, Martinez, Williams.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin, Williams

3) UPDATES, SECRETARY TO THE BOARD

INFORMATION

- a) Introduction of new Board Member and acknowledgement of outgoing Board Members for their service to the City of Oakland.
- b) Update on the city’s re-opening plan.

4) CONSENT CALENDAR:

ACTION

- a) Approval of Provisional Appointments (0)
 - There are no provisionals this month.
- b) Approval of Employee Requests for Leave of Absence (0)
 - There are no leave of absence requests this month.
- c) Approval of Revised Classification Specifications (3)
 - ~~Engineer, Assistant I and Engineer, Assistant II~~
 - Human Resource Operations Technician

45052 A motion was made by Member Hudson-Harmon and seconded by Member Baranco to remove approval of Engineer, Assistant I and Engineer, Assistant II from the Consent Calendar and to approve the remaining Consent Calendar. The motion passed.

Votes: Board Member Ayes: 5 – Johnson, Baranco, Brown, Hudson-Harmon, Martinez.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin, Williams

45053 A motion was made by Member Martinez and seconded by Member Brown for the approval of Engineer, Assistant I and Engineer, Assistant II class specs after discussion with staff about the changes. The motion passed.

Votes: Board Member Ayes: 5 – Johnson, Baranco, Brown, Hudson-Harmon, Martinez.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin, Williams

5) OLD BUSINESS:

- a) Approval of April 15, 2021 Civil Service Board Meeting Minutes

ACTION

45054 A motion was made by Member Hudson-Harmon and seconded by Member Baranco to approve the April 15, 2021 Civil Service Board Meeting Minutes. The motion passed.

Votes: Board Member Ayes: 4 – Johnson, Baranco, Hudson-Harmon, Martinez.

Board Member Noes: None
 Board Member Abstentions: Brown
 Board Members Absent: Levin, Williams

- b) Determination of Schedule of Outstanding Board Items - ACTION
 Request for extension to present findings in Appeal # OPD-2020-AP01 to the August 19, 2021 meeting

45055 A motion was made by Member Brown and seconded by Member Martinez to approve the extension request for Appeal #OPD-2020-AP01. The motion passed.

Votes: Board Member Ayes: 5 – Johnson, Baranco, Brown, Hudson-Harmon, Martinez.

Board Member Noes: None
 Board Member Abstentions: None
 Board Members Absent: Levin, Williams

- c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 INFORMATION
- d) Update on Common Class Study INFORMATION
- e) City Council Zero Tolerance Policy Legislation INFORMATION
- f) Update regarding Measure Q Hiring Efforts INFORMATION

6) NEW BUSINESS:

- a) Approval of Request for Exemption from Civil Service of the Classification of Police Officer Trainee ACTION

45056 A motion was made by Member Hudson-Harmon and seconded by Member Brown to approve the Exemption request for the Police Officer Trainee classification. The motion passed.

Votes: Board Member Ayes: 5 – Johnson, Baranco, Brown, Hudson-Harmon, Martinez.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin, Williams

b) Election of Board Members as Chair and Vice Chair

ACTION

45057 A motion was made by Member Martinez and seconded by Member Baranco to nominate Member Hudson-Harmon for Chair, which was accepted by Member Hudson-Harmon. The motion passed.

Votes: Board Member Ayes: 4 – Johnson, Baranco, Brown, Martinez.

Board Member Noes: None
Board Member Abstentions: Hudson-Harmon
Board Members Absent: Levin, Williams

45058 A motion was made by Member Brown and seconded by Member Baranco to nominate Member Martinez for Vice-Chair, which was accepted by Member Martinez. The motion passed.

Votes: Board Member Ayes: 4 – Johnson, Baranco, Brown, Hudson-Harmon.

Board Member Noes: None
Board Member Abstentions: Martinez
Board Members Absent: Levin, Williams

7) OPEN FORUM

8) ADJOURNMENT

45059 A motion was made by Vice Chair-Elect Martinez and seconded by Member Baranco to adjourn the meeting. The motion passed.

Votes: Board Member Ayes: 5 – Johnson, Baranco, Brown, Hudson-Harmon, Martinez.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Levin, Williams

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CIVIL SERVICE BOARD MEETING MINUTES (DRAFT)

Date: June 17, 2021

Open Session: 5:30 p.m.

Location: Via Zoom

BOARD MEMBERS: **Chairperson, Yvonne Hudson-Harmon (Absent); Vice Chair, Carmen Martinez; Lauren Baranco; Michael Brown; Brooke Levin; Beverly A. Williams**

STAFF TO THE BOARD: **Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, HR Manager/Staff to the Board
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Webinar ID: 861 8501 0639 (Note: Password: "CSB617" may be required to connect.)
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OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

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OPEN FORUM.**

2) APPROVAL OF THE JUNE 17, 2021 CIVIL SERVICE BOARD MEETING AGENDA ACTION

45060 A motion was made by Member Williams and seconded by Member Brown to approve the June 17, 2021 Civil Service Board Agenda. The motion passed.

Votes: Board Member Ayes: 5 – Martinez, Baranco, Brown, Levin, Williams.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Hudson-Harmon

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

4) CONSENT CALENDAR: ACTION

a) Approval of Provisional Appointments (0)

- There are no provisionals this month.
- b) Approval of Employee Requests for Leave of Absence (2)
 - Oakland Public Library (2)
- c) Approval of Revised Classification Specifications (1)
 - Permit Technician I

45061 A motion was made by Member Levin and seconded by Member Williams to approve the Consent Calendar. The motion passed.

Votes: Board Member Ayes: 5 – Martinez, Baranco, Brown, Levin, Williams.

Board Member Noes: None
 Board Member Abstentions: None
 Board Members Absent: Hudson-Harmon

5) OLD BUSINESS:

- | | |
|---|-------------|
| a) Approval of May 20, 2021 Civil Service Board Meeting Minutes <ul style="list-style-type: none"> • Unable to approve due to lack of quorum of members present at May 20, 2021 meeting. Item moved to July. | ACTION |
| b) Determination of Schedule of Outstanding Board Items | INFORMATION |
| c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 | INFORMATION |
| d) Update on Common Class Study | INFORMATION |
| e) Civil Service Rule Policy Update | INFORMATION |
| f) Update regarding Measure Q Hiring Efforts | INFORMATION |

6) NEW BUSINESS:

- | | |
|--|-------------|
| a) Hiring Process Discussion | INFORMATION |
| b) Approval of New Classification Specification for City Clerk,
Assistant | ACTION |

45062 A motion was made by Member Levin and seconded by Vice Chair Martinez to approve the new classification for City Clerk, Assistant as amended. The motion passed.

Votes: Board Member Ayes: 5 – Martinez, Baranco, Brown, Levin, Williams.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Hudson-Harmon

7) OPEN FORUM**8) ADJOURNMENT**

45063 A motion was made by Member Williams and seconded by Member Brown to adjourn the meeting. The motion passed and the meeting was adjourned at 6:19 PM.

Votes: Board Member Ayes: 5 – Martinez, Baranco, Brown, Levin, Williams.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Hudson-Harmon

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Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email civilservice@oaklandca.gov or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico civilservice@oaklandca.gov o llame al (510) 238-3112 o al (510) 238-3254 Para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 civilservice@oaklandca.gov

或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



**CIVIL SERVICE BOARD
 APPEALS & HEARINGS CALENDAR
PENDING LIST – JULY 15, 2021**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
OPD-2020-AP01	Police Officer	Oakland Police Department	10.03 – Appeal of Disciplinary Action	N/A	Outside hearing officer assigned
PBD-2021-AP01	Specialty Combination Inspector	Planning & Building Department	10.03 – Appeal of Disciplinary Action	August 19, 2021	Hearing is scheduled

2. OTHER PENDING ITEMS

Date Requested	Subject	Report From	Date Due

3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes

4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Action Date	Notes

Measure Q Hiring Progress Tracker
 July 15, 2021 Civil Service Board Meeting

DEPT	CLASSIFICATION	FTE POSITIONS	FILLED	ELIGIBLE LIST AVAILABLE	DETAILS
HSD	Budget & Grants Administrator	1	0	Yes	Referrals sent to department to review and schedule interviews.
HSD	Administrative Assistant II	1	1	Yes	Filled (8.22.2020)
HSD	Case Manager I	1	1	Yes	Filled (March 2021)
OPW	Custodian	2	0	No	Finalizing Performance Exam details for scheduling
OPW	Assistant Engineer I	1	0	No	Recruitment planning in-progress.
OPW	Administrative Assistant II	1	1	Yes	Filled (2.26.2021)
OPW	Construction & Maintenance Mechanic	2	0	Yes	Job offers extended to two candidates
OPW	Business Analyst II	1	1	No	Filled (11.14.2020)
OPW	Gardener Crew Leader	7	4	Yes	Four of seven positions filled. Department considering acting assignments as new recruitment will be needed for remaining vacancies
OPW	Gardener II	15	15	Yes	Filled (7.8.2021)
OPW	Painter	2	0	Yes	Job offers extended to two candidates
OPW	Park Equipment Operator	2	0	No	Recruitment planning in progress.
OPW	Park Supervisor I	2	0	No	Recruitment planning in progress.
OPW	Park Supervisor II	1	1	Yes	Filled (7.8.2021)
OPW	Tree Worker (formerly Tree Worker Driver)	1	0	No	Department is preparing requisition and exam planning to follow.
OPW	Tree Trimmer	1	0	Yes	Eligible List promulgated 7.7.20 and referred to department.



DISTRIBUTION DATE: April 26, 2021

MEMORANDUM

TO: HONORABLE MAYOR &
CITY COUNCIL

FROM: Ian Appleyard
Director of Human Resources

SUBJECT: Semi-Annual Staffing Report
Summary

DATE: April 24, 2021

City Administrator
Approval

Date: Apr 26, 2021

INFORMATION

This informational memorandum provides an update on city-wide staffing as of March 22, 2021 in lieu of an informational report to the Finance and Management Committee.

EXECUTIVE SUMMARY

There were a total of 4,586.01 Full-Time Equivalent (FTE) budgeted positions with 423.41 FTE positions vacant, resulting in a 9.23 percent vacancy rate as of March 22, 2021. This report analyzes the status of each vacancy by department (**Attachment A**), the status of the 91.00 FTE positions that were added in FY 2020-21 (**Attachment B**), and a listing of positions that were frozen as of March 22, 2021 (**Attachment C**). For the purposes of this report, positions that are frozen are not identified as vacant as they are not able to be filled and are not counted in the vacancy rate.

Human Resources Management (HRM) Department's recruitment priorities are set by the City Administrator and in coordination with individual departments. In some instances, high-priority recruitments do not correlate to high-volume recruitments and may not reduce the overall vacancy rate. During the past year, the pace of recruitments has stayed steady; however, the pace of filling vacancies has slowed due to the City's uncertain fiscal situation.

ANALYSIS OF VACANCIES

For the purposes of this report, vacancies are described as **non-encumbered** and **encumbered**. The former is available to be filled and not linked for any other purpose, such as temporary staffing or acting assignments. The latter is tied to one of the aforementioned purposes.

As of March 22, 2021, there were 423.41 FTE positions vacant citywide with 10.60 FTE encumbered as described above. Therefore, the citywide vacancy rate is 9.23 percent. If the encumbered vacancies were subtracted, there would be 412.81 FTE vacancies and the rate would be 9.00 percent. The December 2020 report had an all-vacancy rate of 14.96 percent and a non-encumbered vacancy rate of 12.72 percent.

It is also important to account for the “budgeted vacancy factor,” which is distinct from the “vacancy rate.” The budgeted vacancy factor is a fixed budget ratio applied to the total personnel allocation for a given department and varies between 0 and 4 percent for the current fiscal year.

Status of Vacancies – City Wide

Table 1 below shows all vacant positions (encumbered and non-encumbered), which results in the current 9.23 percent vacancy rate. **Table 2** shows only non-encumbered positions, resulting in an 9.00 percent vacancy rate.

Type	All Positions	Vacant	% Vacant
Total Sworn	1,432	124	8.66%
Total Miscellaneous	3,154.01	299.41	9.49%
Total	4,586.01	423.41	9.23%

Type	All Positions	Vacant	% Vacant
Total Sworn	1,432	123	8.59%
Total Miscellaneous	3,154.01	289.81	9.19%
Total	4,586.01	412.81	9.00%

Table 3 shows the historical vacancy rates, for both all vacancies and non-encumbered vacancies since May 2012.

Report Date	# of budgeted positions	# non-encumbered vacancies	Non-encumbered % Vacant	All Vacancies	All Vacancies % Vacant
5/4/2021	4,586.01	412.81	9.00%	423.41	9.23%
12/1/2020	4,589.43	584.02	12.72%	686.52	14.96%
5/12/2020	4,531.52	496.16	10.95%	564.56	12.46%
11/12/19	4,533.21	535.73	11.82%	595.83	13.14%
5/14/19	4,455.17	556.85	12.50%	645.66	14.49%
11/13/18	4,447.67	522.25	11.74%	742.37	16.69%
4/24/18	4,282.97	419.50	9.79%	652.60	15.24%
11/14/17	4,279.22	406.70	9.50%	621.30	14.52%
10/24/16	4,186.84	377.07	9.00%	554.45	13.24%
10/5/15	4,151.78	432.72	10.42%	502.53	12.10%
9/22/14	3,937.26	341.01	8.66%	489.40	12.43%
5/20/13	3,813.39	295.88	7.75%	427.82	11.22%
5/14/12	3,796.53	259.88	6.88%	366.40	9.65%

When Departments submit vacancy information, standard descriptors are available from which to choose that identify the status of the vacancy. **Table 4** is a summary of vacancy status throughout all departments.

Table 4: Summary of Vacancy Status	
FTE	Vacancy Status
85.60	Recruitment Open (application intake)
56.81	Not Under Active Recruitment
52.00	Recruitment Plan in Progress
42.00	Dept. Interview Process
42.00	Requisition Pending Approval
38.00	Eligible List Referred to Dept.
37.00	HR Assessment & Scoring
25.55	Eligible List Available
20.00	On Hold (by Dept.)
10.85	On Hold (Job spec revisions or FEHA Hold) **
10.60	Encumbered (Interim, acting, TCSE/ELDE) *
3.00	Approved (pending HR assignment)
423.41	TOTAL

* Temporary Contract Service Employee/Exempt Limited Duration Employee

** Fair Employment and Housing Act

Table 5 shows the total vacancy rate by department, sorted by high to low percentage. As noted above, some vacancies are encumbered and do not necessarily reflect accurate vacant rates within each department. Frozen positions are included for reference, but as previously mentioned are not added into the vacant totals because they are not available to be filled.

Table 5 Vacancy Rates by Department			
City of Oakland Departments	No. of Authorized positions (FTE)	No. of vacant positions (FTE)	Vacancy Rate
Planning & Building	203.50	49.00	24.08%
City Clerk	18.50	3.00	16.22%
Public Works	680.83	110.31	16.20%
Housing & Community Dev	74.50	10.00	13.42%
Information Technology	84.00	9.00	10.71%
Human Services	225.20	21.00	9.33%
Transportation	353.08	31.55	8.94%
Police	1237.50	109.00	8.81%
Mayor	12.00	1.00	8.33%
Fire	654.83	51.00	7.79%
Police Commission	17.00	1.00	5.88%
Economic & Workforce Dev	50.20	2.60	5.18%
Human Resources	49.00	2.00	4.08%
City Attorney	82.00	3.00	3.66%
Library	264.55	8.20	3.10%
City Administrator	93.60	2.50	2.67%
Finance	166.80	4.00	2.40%
Parks, Recreation & Youth Dev	229.20	5.25	2.29%
City Auditor	10.00	0.00	0.00%
City Council	30.92	0.00	0.00%
DWES	18.00	0.00	0.00%
Public Ethics Commission	6.00	0.00	0.00%
Race & Equity	4.00	0.00	0.00%
Violence Prevention	20.80	0.00	0.00%
Citywide Vacancy Rate	4,586.01	423.41	9.23%

Status of Executive Management Vacancies

After the November 2019 Staffing Report presentation, members of the Finance and Management Committee asked HRM to include a status update on critical management vacancies within the organization in the next Staffing Report. **Table 6 below** provides vacancy information for these positions.

<i>Table 6 Critical Management Vacancies</i>			
DEPT	JOB CLASSIFICATION TITLE	FTE	STATUS OF VACANCY/REQ
CITY ADMIN	Deputy City Administrator	1.00	Position Frozen
DWES	Deputy Director	1.00	Position Frozen
FIRE	Chief of Fire	1.00	Position Filled
OPW	Public Works Director	1.00	Interviewing Candidates
PBD	Deputy Director (Building Official)	1.00	Recruitment Open

For questions regarding this report, please contact Greg Preece, Assistant Director of Human Resources, at (510) 238-3112.

Attachments:

- A – Citywide Vacancies by Department*
- B – New Vacancies Created in Adopted Policy Budget FY 2019-20*
- C – Frozen Positions by Department*

Respectfully submitted,



IAN APPLEYARD
Director of Human Resources

Attachment A - Vacancies as of 03.22.21

DEPT	ORG NU	PFUND	PROJ	PROG	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	FROZEN	ENCUMBERED FTE	NON-ENCUMBERED FTE	POS#	FROZ
MAYOR	01111 -	1010	1000001	IP01	Special Assistant to the Mayor I	MA102	TA1	1.00	0.00	0.00	1.00	34475.34475	NO
MAYOR Total								1.00	0.00	0.00	1.00		
CITY ADMIN	02491 -	1010	1000002	PS13	Animal Control Officer, PPT	PS195	SC1	0.50	0.00	0.00	0.50	36432.30533	NO
CITY ADMIN	02111 -	2270	1000002	IP03	Project Manager III	EM212	UM1	1.00	0.00	0.00	1.00	42597.42597	NO
CITY ADMIN	02115 -	1010	1003469	NB33	Public Service Representative	SS169	SD1	1.00	0.00	0.00	1.00	43312.3898	NO
CITY ADMIN Total								2.50	0.00	0.00	2.50		
CITY CLERK	03121 -	1010	1000003	IP14	City Clerk, Assistant	EM127	UM1	1.00	0.00	0.00	1.00	31975.31975	NO
CITY CLERK	03121 -	1010	1000003	IP63	Citywide Records Manager	SC239	UM1	1.00	0.00	0.00	1.00	27923.27923	NO
CITY CLERK	03121 -	1010	1000003	IP03	Receptionist to the City Clerk	SS172	TW1	1.00	0.00	0.00	1.00	42209.42209	NO
CITY CLERK Total								3.00	0.00	0.00	3.00		
CITY ATTORNEY	04311 -	1010	1000004	IP18	Deputy City Attorney II	AL021	TM1	1.00	0.00	1.00	0.00	42081.30560	NO
CITY ATTORNEY	04111 -	1010	1000004	IP18	Legal Administrative Assistant	SS133	TW1	1.00	0.00	0.00	1.00	2570.2570	NO
CITY ATTORNEY	04111 -	1010	1000004	IP18	Paralegal	AP212	TW1	1.00	0.00	0.00	1.00	42951.42206	NO
CITY ATTORNEY Total								3.00	0.00	1.00	2.00		
HRM	05211 -	2415	1000005	IP61	Human Resource Technician	TC117	TW1	1.00	0.00	0.00	1.00	26347.26347	NO
HRM	05211 -	1010	1000005	IP61	Human Resources Manager	EM186	UK2	1.00	0.00	0.00	1.00	43035.39015	NO
HRM Total								2.00	0.00	0.00	2.00		
ITY AUDITOR Total								0.00	0.00	0.00	0.00		
FINANCE	08721 -	1010	1000007	IP59	Business Analyst IV	AP433	UM2	1.00	0.00	0.00	1.00	42883.42883	NO
FINANCE	08741 -	1010	1000007	IP59	Financial Analyst, Principal	AF041	UM2	1.00	0.00	0.00	1.00	33598.26470	NO
FINANCE	08741 -	1010	1000007	IP59	Human Resource Operations Te	TC115	TW1	1.00	0.00	0.00	1.00	27097.14299	NO
FINANCE	08431 -	1700	1000007	IP59	Revenue Assistant	AP321	SD1	1.00	0.00	0.00	1.00	41045.17348	NO
FINANCE Total								4.00	0.00	0.00	4.00		
POLICE	108120	1010	1000008	PS11	Captain of Police (PERS)	PS107	UN2	1.00	0.00	0.00	1.00	40863.10431	NO
POLICE	102610	1010	1000008	PS05	Forensic Technician	PS196	SC1	1.00	0.00	0.00	1.00	43415.43415	NO
POLICE	107710	1010	1000008	PS02	Lieutenant of Police (PERS)	PS152	PP1	1.00	0.00	0.00	1.00	38171.20778	NO
POLICE	108150	1010	1000008	PS11	Lieutenant of Police (PERS)	PS194	PP1	1.00	0.00	0.00	1.00	41094.26410	NO
POLICE	103310	1010	1000008	PS08	Police Communications Dispatch	PS162	SC1	1.00	0.00	0.00	1.00	1124.1124	NO
POLICE	103310	1010	1000008	PS08	Police Communications Dispatch	PS162	SC1	1.00	0.00	0.00	1.00	1251.1251	NO
POLICE	103310	1010	1000008	PS08	Police Communications Dispatch	PS162	SC1	1.00	0.00	0.00	1.00	13916.13916	NO
POLICE	103310	1010	1000008	PS08	Police Communications Dispatch	PS162	SC1	1.00	0.00	0.00	1.00	13919.13919	NO
POLICE	103310	1010	1000008	PS08	Police Communications Dispatch	PS162	SC1	1.00	0.00	0.00	1.00	2130.2130	NO
POLICE	103310	1010	1000008	PS08	Police Communications Dispatch	PS162	SC1	1.00	0.00	0.00	1.00	2158.2158	NO
POLICE	103310	1010	1000008	PS13	Police Communications Dispatch	PS162	SC1	1.00	0.00	0.00	1.00	2223.2223	NO
POLICE	103310	1010	1000008	PS08	Police Communications Dispatch	PS162	SC1	1.00	0.00	0.00	1.00	2500.2500	NO
POLICE	103310	1010	1000008	PS08	Police Communications Dispatch	PS162	SC1	1.00	0.00	0.00	1.00	2822.2822	NO
POLICE	103310	1010	1000008	PS08	Police Communications Dispatch	PS162	SC1	1.00	0.00	0.00	1.00	34510.34510	NO
POLICE	103310	1010	1000008	PS08	Police Communications Dispatch	PS162	SC1	1.00	0.00	0.00	1.00	34912.542	NO
POLICE	103310	1010	1000008	PS08	Police Communications Dispatch	PS162	SC1	1.00	0.00	0.00	1.00	42255.42255	NO
POLICE	103310	1010	1000008	PS08	Police Communications Dispatch	PS162	SC1	1.00	0.00	0.00	1.00	42257.42257	NO
POLICE	103310	1010	1000008	PS08	Police Communications Dispatch	PS162	SC1	1.00	0.00	0.00	1.00	4958.4958	NO
POLICE	103310	1010	1000008	PS08	Police Communications Dispatch	PS162	SC1	1.00	0.00	0.00	1.00	5769.5769	NO
POLICE	103310	1010	1000008	PS08	Police Communications Operator	PS163	SC1	1.00	0.00	0.00	1.00	34915.34915	NO
POLICE	101112	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	36880.12080	NO
POLICE	101130	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	35029.2801	NO
POLICE	102130	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41548.5384	NO
POLICE	102310	1010	1000008	PS03	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	40843.1220	NO
POLICE	102310	1010	1000008	PS03	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41143.19517	NO
POLICE	102310	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41812.38099	NO
POLICE	102320	1010	1000008	PS03	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	35042.5379	NO
POLICE	102320	1010	1000008	PS03	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41112.37986	NO
POLICE	102330	1010	1000008	PS03	Police Officer (PERS)	PS190	PP1	1.00	0.00	0.00	1.00	42091.5013	NO
POLICE	102341	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	40835.25872	NO

Attachment A - Vacancies as of 03.22.21

DEPT	ORG NU	PFUND	PROJ	PROG	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	FROZEN	ENCUMBERED FTE	NON-ENCUMBERED FTE	POS#	FROZ
POLICE	102341	1010	1000008	PS03	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	40851.27664	NO
POLICE	102350	1010	1000008	PS01	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	37363.3264	NO
POLICE	103430	1010	1000008	PS09	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	26195.6750	NO
POLICE	103430	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	40907.1224	NO
POLICE	103430	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	43570.18925	NO
POLICE	106410	1010	1000008	PS09	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	35153.99	NO
POLICE	106410	1010	1000008	PS01	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41067.3342	NO
POLICE	106610	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	40908.3368	NO
POLICE	107410	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41153.25915	NO
POLICE	107510	1010	1000008	PS14	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	29669.5953	NO
POLICE	107510	1010	1000008	PS14	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	29670.1990	NO
POLICE	107510	1010	1000008	PS14	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	37204.3275	NO
POLICE	107510	1010	1000008	PS14	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	37228.1978	NO
POLICE	107510	1010	1000008	PS14	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	37252.32857	NO
POLICE	107510	1010	1000008	PS14	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	37253.3209	NO
POLICE	107510	1010	1000008	PS14	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	40981.2414	NO
POLICE	107510	1010	1000008	PS14	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41115.3227	NO
POLICE	107510	1010	1000008	PS14	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41116.36058	NO
POLICE	107510	1010	1000008	PS14	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41162.13876	NO
POLICE	107510	1010	1000008	PS14	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	42646.18898	NO
POLICE	107510	1010	1000008	PS14	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	42648.11204	NO
POLICE	107710	1010	1000008	PS13	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	29949.3108	NO
POLICE	107710	1010	1000008	PS13	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	29952.13880	NO
POLICE	107710	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41001.34739	NO
POLICE	107710	1010	1000008	PS11	Police Officer (PERS)	PS190	PP1	1.00	0.00	0.00	1.00	41002.34731	NO
POLICE	107710	1010	1000008	PS03	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41082.1309	NO
POLICE	107710	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41131.25894	NO
POLICE	107710	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41323.20750	NO
POLICE	107710	1010	1000008	PS14	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41819.37981	NO
POLICE	107710	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	43626.34348	NO
POLICE	108110	1010	1000008	PS11	Police Officer (PERS)	PS190	PP1	1.00	0.00	0.00	1.00	36196.18927	NO
POLICE	108110	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	37120.36065	NO
POLICE	108110	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	37185.5005	NO
POLICE	108110	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	40959.2402	NO
POLICE	108110	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	40986.4985	NO
POLICE	108110	1010	1000008	PS11	Police Officer (PERS)	PS190	PP1	1.00	0.00	0.00	1.00	41073.14772	NO
POLICE	108110	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41100.38107	NO
POLICE	108110	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	42641.38009	NO
POLICE	108110	1010	1000008	PS11	Police Officer (PERS)	PS190	PP1	1.00	0.00	0.00	1.00	42707.3355	NO
POLICE	108120	2252	1001323	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	35250.25876	NO
POLICE	108120	1010	1000008	PS11	Police Officer (PERS)	PS190	PP1	1.00	0.00	0.00	1.00	37100.3323	NO
POLICE	108120	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	37386.5721	NO
POLICE	108130	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	42643.38097	NO
POLICE	108130	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	43527.34340	NO
POLICE	108140	1010	1000008	PS11	Police Officer (PERS)	PS190	PP1	1.00	0.00	0.00	1.00	36991.35555	NO
POLICE	108140	2252	1001323	PS11	Police Officer (PERS)	PS190	PP1	1.00	0.00	0.00	1.00	37162.27670	NO
POLICE	108140	1010	1000008	PS03	Police Officer (PERS)	PS190	PP1	1.00	0.00	0.00	1.00	40437.34879	NO
POLICE	108140	1010	1000008	PS11	Police Officer (PERS)	PS190	PP1	1.00	0.00	0.00	1.00	40486.3301	NO
POLICE	108140	1010	1000008	PS11	Police Officer (PERS)	PS190	PP1	1.00	0.00	0.00	1.00	40926.34346	NO
POLICE	108140	1010	1000008	PS11	Police Officer (PERS)	PS190	PP1	1.00	0.00	0.00	1.00	41023.1713	NO
POLICE	108140	1010	1000008	PS11	Police Officer (PERS)	PS190	PP1	1.00	0.00	0.00	1.00	42721.25917	NO
POLICE	108140	1010	1000008	PS09	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	43596.36046	NO
POLICE	108150	1010	1000008	PS11	Police Officer (PERS)	PS190	PP1	1.00	0.00	0.00	1.00	35457.354	NO

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DEPT	ORG NU	PFUND	PROJ	PROG	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	FROZEN	ENCUMBERED FTE	NON-ENCUMBERED FTE	POS#	FROZ
POLICE	108150	1010	1000008	PS11	Police Officer (PERS)	PS190	PP1	1.00	0.00	0.00	1.00	37005.35565	NO
POLICE	108150	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	40893.39060	NO
POLICE	108630	2252	1001323	PS03	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	37879.18900	NO
POLICE	108630	2252	1001323	PS01	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	37892.33042	NO
POLICE	108630	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	40929.15047	NO
POLICE	108630	1010	1000008	PS03	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	40937.38016	NO
POLICE	108630	1010	1000008	PS03	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41085.20742	NO
POLICE	108630	1010	1000008	PS11	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41127.36071	NO
POLICE	108630	1010	1000008	PS03	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	42723.27671	NO
POLICE	101130	1010	1000008	PS01	Police Performance Auditor	AP210	TW1	1.00	0.00	0.00	1.00	36718.36718	NO
POLICE	102140	1010	1000008	PS01	Police Services Manager I	MA152	UM1	1.00	0.00	1.00	0.00	36794.35907	NO
POLICE	102341	1010	1000008	PS03	Police Services Technician II	PS173	SC1	1.00	0.00	0.00	1.00	40836.22359	NO
POLICE	102350	1010	1000008	PS13	Police Services Technician II	PS173	SC1	1.00	0.00	0.00	1.00	30025.28225	NO
POLICE	108120	1010	1000008	PS11	Police Services Technician II	PS173	SC1	1.00	0.00	0.00	1.00	40580.34221	NO
POLICE	102120	1010	1000008	PS03	Sergeant of Police (PERS)	PS179	PP1	1.00	0.00	0.00	1.00	41807.32220	NO
POLICE	102130	2252	1001323	PS03	Sergeant of Police (PERS)	PS179	PP1	1.00	0.00	0.00	1.00	41140.25849	NO
POLICE	102321	1010	1000008	PS03	Sergeant of Police (PERS)	PS179	PP1	1.00	0.00	0.00	1.00	40834.18035	NO
POLICE	103430	1010	1000008	PS09	Sergeant of Police (PERS)	PS179	PP1	1.00	0.00	0.00	1.00	29799.2741	NO
POLICE	107510	1010	1000008	PS14	Sergeant of Police (PERS)	PS179	PP1	1.00	0.00	0.00	1.00	29606.1665	NO
POLICE	108110	1010	1000008	PS11	Sergeant of Police (PERS)	PS179	PP1	1.00	0.00	0.00	1.00	37439.6342	NO
POLICE	108110	1010	1000008	PS11	Sergeant of Police (PERS)	PS192	PP1	1.00	0.00	0.00	1.00	37778.27654	NO
POLICE	108110	1010	1000008	PS11	Sergeant of Police (PERS)	PS179	PP1	1.00	0.00	0.00	1.00	40352.2483	NO
POLICE	108140	1010	1000008	PS11	Sergeant of Police (PERS)	PS179	PP1	1.00	0.00	0.00	1.00	35412.3210	NO
POLICE	108140	1010	1000008	PS11	Sergeant of Police (PERS)	PS192	PP1	1.00	0.00	0.00	1.00	39854.3215	NO
POLICE	108150	1010	1000008	PS11	Sergeant of Police (PERS)	PS179	PP1	1.00	0.00	0.00	1.00	37092.5804	NO
POLICE	108150	1010	1000008	PS11	Sergeant of Police (PERS)	PS179	PP1	1.00	0.00	0.00	1.00	40994.20962	NO
POLICE Total								109.00	0.00	1.00	108.00		
FIRE	20411 -	1010	1000009	PS17	Assistant Chief of Fire Departme	EM113	UU1	1.00	0.00	0.00	1.00	42071.42071	NO
FIRE	20331 -	1010	1000009	PS23	Business Analyst II	AP117	TW1	1.00	0.00	0.00	1.00	42790.40155	NO
FIRE	20110 -	1010	1000009	PS15	Chief of Fire	EM105	UR1	1.00	0.00	1.00	0.00	10235.10235	NO
FIRE	20816 -	1010	1000009	PS26	Deputy Chief of Fire Department	PS117	UU1	1.00	0.00	0.00	1.00	37829.24873	NO
FIRE	20711 -	2123	1004661	PS21	Emergency Planning Coordinator	SC140	TW1	1.00	0.00	0.00	1.00	31343.28480	NO
FIRE	20711 -	2123	1004661	PS21	Emergency Planning Coordinator	SC140	TW1	1.00	0.00	0.00	1.00	31344.30086	NO
FIRE	20251 -	2412	1000009	PS20	Fire Communications Dispatcher	PS123	SC1	1.00	0.00	0.00	1.00	401.401	NO
FIRE	20251 -	1010	1000009	PS20	Fire Communications Dispatcher	PS123	SC1	1.00	0.00	0.00	1.00	43164.43164	NO
FIRE	20251 -	2412	1000009	PS20	Fire Communications Dispatcher	PS123	SC1	1.00	0.00	0.00	1.00	947.947	NO
FIRE	20241 -	1010	1000009	PS20	Fire Communications Supervisor	SC148	UH1	1.00	0.00	0.00	1.00	39075.291	NO
FIRE	20411 -	1010	1000009	PS17	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	20629.2484	NO
FIRE	20411 -	1010	1000009	PS17	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	22626.22416	NO
FIRE	20411 -	1010	1000009	PS17	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	2323.2323	NO
FIRE	20411 -	1010	1000009	PS17	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	24791.24791	NO
FIRE	20411 -	1010	1000009	PS17	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	25123.599	NO
FIRE	20411 -	1010	1000009	PS17	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	25175.2920	NO
FIRE	20411 -	1010	1000009	PS17	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	25317.3157	NO
FIRE	20411 -	1010	1000009	PS17	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	25327.3152	NO
FIRE	20411 -	1010	1000009	PS17	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	25331.1435	NO
FIRE	20411 -	1010	1000009	PS17	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	25382.22418	NO
FIRE	20411 -	1010	1000009	PS17	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	26568.1418	NO
FIRE	20411 -	1010	1000009	PS17	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	26580.2863	NO
FIRE	20411 -	1010	1000009	PS17	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	26584.2549	NO
FIRE	20411 -	1010	1000009	PS17	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	26611.841	NO
FIRE	20411 -	1010	1000009	PS17	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	26614.5049	NO
FIRE	20411 -	1010	1000009	PS17	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	26637.5737	NO

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DEPT	ORG NU	PFUND	PROJ	PROG	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	FROZEN	ENCUMBERED FTE	NON-ENCUMBERED FTE	POS#	FROZ
FIRE	20411 -	1010	1000009	PS17	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	26645.3163	NO
FIRE	20814 -	1010	1000009	PS18	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	16823.1454	NO
FIRE	20814 -	1010	1000009	PS18	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	16941.5076	NO
FIRE	20814 -	1010	1000009	PS18	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	16961.5776	NO
FIRE	20814 -	1010	1000009	PS18	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	16985.2568	NO
FIRE	20814 -	1010	1000009	PS18	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	19448.821	NO
FIRE	20814 -	1010	1000009	PS18	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	20635.2813	NO
FIRE	20814 -	1010	1000009	PS18	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	26839.1969	NO
FIRE	20814 -	1010	1000009	PS18	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	26840.1815	NO
FIRE	20814 -	1010	1000009	PS18	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	26841.262	NO
FIRE	20814 -	1010	1000009	PS18	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	26842.1302	NO
FIRE	20814 -	1010	1000009	PS18	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	26843.1928	NO
FIRE	20814 -	1010	1000009	PS18	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	30555.2506	NO
FIRE	20814 -	1010	1000009	PS18	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	42285.42285	NO
FIRE	20411 -	1010	1000009	PS17	Fire Fighter Paramedic	PS184	FQ1	1.00	0.00	0.00	1.00	19362.14130	NO
FIRE	20411 -	1010	1000009	PS17	Fire Fighter Paramedic	PS184	FQ1	1.00	0.00	0.00	1.00	25282.10553	NO
FIRE	20411 -	1010	1000009	PS17	Fire Fighter Paramedic	PS184	FQ1	1.00	0.00	0.00	1.00	25286.834	NO
FIRE	20411 -	1010	1000009	PS17	Fire Fighter Paramedic	PS184	FQ1	1.00	0.00	0.00	1.00	25354.2849	NO
FIRE	20331 -	1010	1000009	PS23	Fire Inspector (Civilian)	PS142	SC1	1.00	0.00	0.00	1.00	5990.5990	NO
FIRE	20371 -	1010	1000009	PS23	Fire Inspector (Civilian)	PS142	SC1	1.00	0.00	0.00	1.00	42275.42275	NO
FIRE	20371 -	1010	1000009	PS23	Fire Inspector (Civilian)	PS142	SC1	1.00	0.00	0.00	1.00	42277.42277	NO
FIRE	20331 -	1010	1000009	PS23	Fire Marshal, Assistant (Non-Sw	MA148	UM2	1.00	0.00	0.00	1.00	38742.26039	NO
FIRE	20351 -	1010	1000009	PS23	Fire Protection Engineer	PS143	TW1	1.00	0.00	0.00	1.00	39501.36735	NO
FIRE	20711 -	2123	1004661	PS21	Program Analyst I	AP292	TW1	1.00	0.00	0.00	1.00	43445.43445	NO
FIRE	20913 -	2160	1001312	PS19	Program Analyst I	AP292	TW1	1.00	0.00	0.00	1.00	27574.27574	NO
FIRE Total								51.00	0.00	1.00	50.00		
OPW	30241 -	3100	1000010	IN05	Administrative Assistant II	SS104	TW1	1.00	0.00	0.00	1.00	41286.38933	NO
OPW	30541 -	4100	1000010	IN01	Auto Equipment Mechanic	TR100	SB1	1.00	0.00	0.00	1.00	24028.3590	NO
OPW	30541 -	4100	1000010	IN01	Auto Equipment Mechanic	TR100	SB1	1.00	0.00	0.00	1.00	24052.5454	NO
OPW	30541 -	4100	1000010	IN01	Auto Equipment Mechanic	TR100	SB1	1.00	0.00	0.00	1.00	31377.2788	NO
OPW	30234 -	7760	1001411	IN06	Capital Improvement Project Cod	SC112	UM2	1.00	0.00	0.00	1.00	31812.20103	NO
OPW	30532 -	3100	1000010	IN14	Construction & Maintenance Mec	TR118	SB1	1.00	0.00	0.00	1.00	42263.42263	NO
OPW	30556 -	2244	1005343	IN02	Construction & Maintenance Mec	TR118	SB1	1.00	0.00	0.00	1.00	43169.43169	NO
OPW	30556 -	2244	1005343	IN02	Construction & Maintenance Mec	TR118	SB1	1.00	0.00	0.00	1.00	43170.43170	NO
OPW	30232 -	3100	1000010	IN06	Construction Inspector Sup (Field	SC125	UH1	1.00	0.00	0.00	1.00	32048.32048	NO
OPW	30552 -	4400	1000010	IN02	Custodian	TR120	SC1	1.00	0.00	0.00	1.00	41288.1321	NO
OPW	30555 -	4400	1000010	IN02	Custodian	TR120	SC1	1.00	0.00	0.00	1.00	41496.32352	NO
OPW	30555 -	4400	1000010	IN02	Custodian	TR120	SC1	1.00	0.00	0.00	1.00	42265.42265	NO
OPW	30556 -	2244	1005343	IN02	Custodian	TR120	SC1	1.00	0.00	0.00	1.00	43171.43171	NO
OPW	30556 -	2244	1005343	IN02	Custodian	TR120	SC1	1.00	0.00	0.00	1.00	43172.43172	NO
OPW	30559 -	2243	1000010	IN02	Custodian, PPT	TR121	SC1	0.80	0.00	0.00	0.80	42268.42268	NO
OPW	30559 -	2243	1000010	IN02	Custodian, PPT	TR121	SC1	0.80	0.00	0.00	0.80	42269.42269	NO
OPW	30111 -	7760	1001288	AD01	Director of Public Works	EM108	UK1	1.00	0.00	1.00	0.00	2332.2332	NO
OPW	30244 -	7760	1001411	IN05	Drafting Technician, Intermediate	ET110	SD1	1.00	0.00	0.00	1.00	31890.5089	NO
OPW	30245 -	2244	1005343	IN14	Engineer, Assistant I (Office)	ET111	TF1	1.00	0.00	0.00	1.00	43168.43168	NO
OPW	30232 -	7760	1001411	IN06	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	34614.34614	NO
OPW	30232 -	7760	1001411	IN06	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	38080.38080	NO
OPW	30244 -	7760	1001411	IN06	Engineer, Civil (Field)	ET115	TF1	1.00	0.00	0.00	1.00	42094.19817	NO
OPW	30232 -	7760	1001411	IN05	Engineer, Civil (Office)	ET116	TF1	1.00	0.00	0.00	1.00	32294.32294	NO
OPW	30232 -	7760	1001411	IN06	Engineer, Civil (Office)	ET116	TF1	1.00	0.00	0.00	1.00	35918.35918	NO
OPW	30232 -	7760	1001411	IN05	Engineer, Civil (Office)	ET116	TF1	1.00	0.00	0.00	1.00	37634.3427	NO
OPW	30231 -	7760	1001288	IN06	Engineer, Civil Principal	ET117	UM1	1.00	0.00	1.00	0.00	31751.10571	NO

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OPW	30232 -	7760	1001411	IN06	Engineer, Transportation Assista	ET120	TF1	1.00	0.00	0.00	1.00	31774.3426	NO
OPW	30683 -	3100	1000010	SC26	Environmental Program Specialis	PP122	TF1	1.00	0.00	0.00	1.00	24179.2916	NO
OPW	30541 -	4100	1000010	IN01	Equipment Body Repair Worker	TR134	SB1	1.00	0.00	0.00	1.00	24116.3596	NO
OPW	30551 -	4400	1000010	IN02	Facilities Complex Manager, Ass	SC100	UH1	1.00	0.00	0.00	1.00	41740.40673	NO
OPW	30541 -	4100	1000010	IN01	Fleet Specialist	AP190	TW1	1.00	0.00	0.00	1.00	26005.26005	NO
OPW	30652 -	2244	1000010	NB07	Gardener Crew Leader	TR140	SC1	1.00	0.00	0.00	1.00	23811.5217	NO
OPW	30652 -	2244	1000010	NB07	Gardener Crew Leader	TR140	SC1	1.00	0.00	0.00	1.00	24400.18561	NO
OPW	30652 -	2244	1000010	NB07	Gardener Crew Leader	TR140	SC1	1.00	0.00	0.00	1.00	34485.34485	NO
OPW	30652 -	2244	1005343	NB07	Gardener Crew Leader	TR140	SC1	1.00	0.00	0.00	1.00	43175.43175	NO
OPW	30652 -	2244	1005343	NB07	Gardener Crew Leader	TR140	SC1	1.00	0.00	0.00	1.00	43176.43176	NO
OPW	30652 -	2244	1005343	NB07	Gardener Crew Leader	TR140	SC1	1.00	0.00	0.00	1.00	43177.43177	NO
OPW	30652 -	2244	1005343	NB07	Gardener Crew Leader	TR140	SC1	1.00	0.00	0.00	1.00	43178.43178	NO
OPW	30652 -	2244	1005343	NB07	Gardener Crew Leader	TR140	SC1	1.00	0.00	0.00	1.00	43179.43179	NO
OPW	30652 -	2244	1005343	NB07	Gardener Crew Leader	TR140	SC1	1.00	0.00	0.00	1.00	43180.43180	NO
OPW	30652 -	2244	1005343	NB07	Gardener Crew Leader	TR140	SC1	1.00	0.00	0.00	1.00	43181.43181	NO
OPW	30652 -	2244	1000010	NB07	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	23733.5149	NO
OPW	30652 -	2244	1000010	NB07	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	23950.1660	NO
OPW	30652 -	2244	1000983	NB07	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	37524.37524	NO
OPW	30652 -	2244	1000010	NB07	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	37525.37525	NO
OPW	30652 -	2244	1000010	NB07	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	38515.38515	NO
OPW	30652 -	2244	1000010	NB07	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	38516.38516	NO
OPW	30652 -	2244	1005343	NB07	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	43183.43183	NO
OPW	30652 -	2244	1005343	NB07	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	43184.43184	NO
OPW	30652 -	2244	1005343	NB07	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	43185.43185	NO
OPW	30652 -	2244	1005343	NB07	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	43186.43186	NO
OPW	30652 -	2244	1005343	NB07	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	43187.43187	NO
OPW	30652 -	2244	1005343	NB07	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	43188.43188	NO
OPW	30652 -	2244	1005343	NB07	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	43189.43189	NO
OPW	30652 -	2244	1005343	NB07	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	43190.43190	NO
OPW	30652 -	2244	1005343	NB07	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	43191.43191	NO
OPW	30652 -	2244	1005343	NB07	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	43192.43192	NO
OPW	30652 -	2244	1005343	NB07	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	43193.43193	NO
OPW	30652 -	2244	1005343	NB07	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	43194.43194	NO
OPW	30652 -	2244	1005343	NB07	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	43195.43195	NO
OPW	30652 -	2244	1005343	NB07	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	43196.43196	NO
OPW	30652 -	2244	1005343	NB07	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	43197.43197	NO
OPW	30541 -	4100	1000010	IN01	Heavy Equipment Mechanic	TR148	SB1	1.00	0.00	0.00	1.00	24079.1405	NO
OPW	30541 -	4100	1000010	IN01	Heavy Equipment Mechanic	TR148	SB1	1.00	0.00	0.00	1.00	24132.2656	NO
OPW	30541 -	4100	1000010	IN01	Heavy Equipment Mechanic	TR148	SB1	1.00	0.00	0.00	1.00	24140.2015	NO
OPW	30541 -	4100	1000010	IN01	Heavy Equipment Service Worke	TR147	SC1	1.00	0.00	0.00	1.00	24047.803	NO
OPW	30541 -	4100	1000010	IN01	Heavy Equipment Service Worke	TR147	SC1	1.00	0.00	0.00	1.00	24048.3601	NO
OPW	30541 -	4100	1000010	IN01	Heavy Equipment Service Worke	TR147	SC1	1.00	0.00	0.00	1.00	24189.6262	NO
OPW	30557 -	4400	1000010	IN02	Maintenance Mechanic	TR156	SB1	1.00	0.00	0.00	1.00	41240.3594	NO
OPW	30557 -	4400	1000010	IN02	Maintenance Mechanic	TR156	SB1	1.00	0.00	0.00	1.00	41304.28252	NO
OPW	30558 -	4400	1000010	IN02	Maintenance Mechanic	TR156	SB1	1.00	0.00	0.00	1.00	41169.451	NO
OPW	30533 -	3100	1000010	IN13	Management Assistant	AP235	UM2	1.00	0.00	0.00	1.00	39644.34276	NO
OPW	30683 -	1710	1000010	SC26	Management Intern	SS142	TA1	1.00	0.00	0.00	1.00	33657.33657	NO
OPW	30556 -	2244	1005343	IN02	Painter	TR159	SB1	1.00	0.00	0.00	1.00	43173.43173	NO
OPW	30556 -	2244	1005343	IN02	Painter	TR159	SB1	1.00	0.00	0.00	1.00	43174.43174	NO
OPW	30673 -	1720	1000010	NB35	Painter	TR159	SB1	1.00	0.00	0.00	1.00	23852.1941	NO
OPW	30652 -	2244	1000010	NB10	Park Attendant, PPT	SS157	SC1	0.71	0.00	0.00	0.71	37617.18779	NO

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DEPT	ORG NU	PFUND	PROJ	PROG	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	FROZEN	ENCUMBERED FTE	NON-ENCUMBERED FTE	POS#	FROZ
OPW	30652 -	2244	1000010	NB07	Park Attendant, PPT	SS157	SC1	1.00	0.00	0.00	1.00	38512.38512	NO
OPW	30652 -	2244	1005343	NB07	Park Equipment Operator	TR162	SC1	1.00	0.00	0.00	1.00	43204.43204	NO
OPW	30652 -	2244	1005343	NB07	Park Equipment Operator	TR162	SC1	1.00	0.00	0.00	1.00	43205.43205	NO
OPW	30652 -	2244	1005343	NB07	Park Supervisor I	SC193	UH1	1.00	0.00	0.00	1.00	43206.43206	NO
OPW	30652 -	2244	1005343	NB07	Park Supervisor I	SC193	UH1	1.00	0.00	0.00	1.00	43207.43207	NO
OPW	30652 -	2244	1005343	NB07	Park Supervisor II	SC194	UH1	1.00	0.00	0.00	1.00	43208.43208	NO
OPW	30689 -	4400	1000010	SC26	Program Analyst I	AP292	TW1	1.00	0.00	0.00	1.00	42628.42628	NO
OPW	30683 -	1710	1000010	SC26	Program Analyst II	AP293	TW1	1.00	0.00	0.00	1.00	39697.15215	NO
OPW	30683 -	1710	1000010	SC26	Program Analyst III	SC204	UM2	1.00	0.00	0.00	1.00	33916.33916	NO
OPW	30234 -	7760	1001411	IN06	Project Manager II	EM211	UM2	1.00	0.00	0.00	1.00	31809.31017	NO
OPW	30532 -	3100	1000010	IN14	Public Works Maintenance Work	TR174	SC1	1.00	0.00	0.00	1.00	42267.42267	NO
OPW	30674 -	1720	1000010	NB35	Public Works Maintenance Work	TR174	SC1	1.00	0.00	0.00	1.00	23690.3505	NO
OPW	30533 -	3100	1000010	IN13	Sewer Maintenance Worker	TR176	SC1	1.00	0.00	0.00	1.00	23977.3534	NO
OPW	30533 -	3100	1000010	IN13	Sewer Maintenance Worker	TR176	SC1	1.00	0.00	0.00	1.00	23987.9993	NO
OPW	30533 -	3100	1000010	IN13	Sewer Maintenance Worker	TR176	SC1	1.00	0.00	0.00	1.00	23996.1414	NO
OPW	30533 -	3100	1000010	IN13	Sewer Maintenance Worker	TR176	SC1	1.00	0.00	0.00	1.00	24087.1673	NO
OPW	30533 -	3100	1000010	IN13	Sewer Maintenance Worker	TR176	SC1	1.00	0.00	0.00	1.00	24115.5116	NO
OPW	30533 -	3100	1000010	IN13	Sewer Maintenance Worker	TR176	SC1	1.00	0.00	0.00	1.00	24185.9994	NO
OPW	30533 -	3100	1000010	IN13	Sewer Maintenance Worker	TR176	SC1	1.00	0.00	0.00	1.00	24200.3535	NO
OPW	30533 -	3100	1000010	IN13	Sewer Maintenance Worker	TR176	SC1	1.00	0.00	0.00	1.00	32322.32322	NO
OPW	30532 -	3100	1000010	IN14	Street Maintenance Leader	TR180	SC1	1.00	0.00	0.00	1.00	24142.5816	NO
OPW	30532 -	3100	1000010	IN14	Street Maintenance Leader	TR180	SC1	1.00	0.00	0.00	1.00	24257.19194	NO
OPW	30532 -	3100	1000010	IN14	Street Maintenance Leader	TR180	SC1	1.00	0.00	0.00	1.00	24258.19195	NO
OPW	30673 -	1720	1000010	NB35	Street Maintenance Leader	TR180	SC1	1.00	0.00	0.00	1.00	37615.19957	NO
OPW	30674 -	2270	1000010	NB35	Street Maintenance Leader	TR180	SC1	1.00	0.00	0.00	1.00	43216.43216	NO
OPW	30672 -	1720	1000010	NB35	Street Sweeper Operator	TR181	SC1	1.00	0.00	0.00	1.00	23818.1599	NO
OPW	30672 -	1720	1000010	NB35	Street Sweeper Operator	TR181	SC1	1.00	0.00	0.00	1.00	23833.3559	NO
OPW	30672 -	1720	1000010	NB35	Street Sweeper Operator	TR181	SC1	1.00	0.00	0.00	1.00	23843.3558	NO
OPW	30672 -	1720	1000010	NB35	Street Sweeper Operator	TR181	SC1	1.00	0.00	0.00	1.00	23922.12877	NO
OPW	30672 -	1720	1000010	NB35	Street Sweeper Operator	TR181	SC1	1.00	0.00	0.00	1.00	24372.22118	NO
OPW	30672 -	1720	1000010	NB35	Street Sweeper Operator	TR181	SC1	1.00	0.00	0.00	1.00	24373.22119	NO
OPW	30112 -	3100	1001411	AD01	Training & Public Services Admin	AP343	UM2	1.00	0.00	0.00	1.00	42481.42481	NO
OPW	30654 -	2244	1005343	NB07	Tree Trimmer	TR189	SC1	1.00	0.00	0.00	1.00	43210.43210	NO
OPW	30654 -	2244	1005343	NB07	Tree Worker Driver	TR190	SC1	1.00	0.00	0.00	1.00	43211.43211	NO
OPW Total								110.31	0.00	2.00	108.31		
DOT	35213 -	2415	1000652	IN04	Arboricultural Inspector	AP100	UH1	1.00	0.00	0.00	1.00	39548.32280	NO
DOT	35217 -	2415	1000652	IN05	Construction Inspector (Field)	IS106	SC1	1.00	0.00	0.00	1.00	39883.15736	NO
DOT	35217 -	2415	1001170	IN05	Construction Inspector, Sr (Field)	IS107	SC1	1.00	0.00	0.00	1.00	39570.35984	NO
DOT	35243 -	2219	1003469	NB33	Crossing Guard, PPT	PS115	SC1	1.00	0.00	0.00	1.00	43330.708	NO
DOT	35233 -	2218	1003469	NB33	Electrical Supervisor	SC135	UH1	1.00	0.00	0.00	1.00	39604.158	NO
DOT	35246 -	2215	1003469	IN07	Electrician	TR128	IE1	1.00	0.00	0.00	1.00	39614.181	NO
DOT	35246 -	2218	1003469	NB33	Electrician	TR128	IE1	1.00	0.00	0.00	1.00	39615.5083	NO
DOT	35212 -	7760	1003340	IN05	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	42388.23677	NO
DOT	35213 -	7760	1003340	IN05	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	39549.32291	NO
DOT	35213 -	7760	1003340	IN05	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	1.00	0.00	43217.43217	NO
DOT	35219 -	7760	1003340	IN05	Engineer, Civil (Field)	ET115	TF1	1.00	0.00	0.00	1.00	42214.42214	NO
DOT	35212 -	7760	1003340	IN05	Engineer, Civil (Office)	ET116	TF1	1.00	0.00	0.00	1.00	39535.15486	NO
DOT	35212 -	2211	1003469	IN05	Engineer, Civil (Office)	ET116	TF1	1.00	0.00	0.00	1.00	39593.32833	NO
DOT	35217 -	2415	1001170	IN05	Engineer, Civil (Office)	ET116	TF1	1.00	0.00	0.00	1.00	39558.364	NO
DOT	35217 -	2415	1001170	IN05	Engineer, Civil Supervising (Offic	ET119	TM2	1.00	0.00	0.00	1.00	39559.15940	NO
DOT	35216 -	2218	1003469	NB33	Engineer, Transportation	ET122	TF1	1.00	0.00	0.00	1.00	39896.38474	NO

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DOT	35216 -	2211	1003469	NB33	Engineer, Transportation	ET122	TF1	1.00	0.00	0.00	1.00	40160.26179	NO
DOT	35217 -	2415	1001170	IN05	Engineer, Transportation	ET122	TF1	1.00	0.00	0.00	1.00	42222.42222	NO
DOT	35244 -	7760	1003340	IN05	Engineer, Transportation	ET122	TF1	1.00	0.00	0.00	1.00	39588.26178	NO
DOT	35217 -	2415	1001170	IN05	Engineering Technician II (Office	ET125	SD1	1.00	0.00	0.00	1.00	39832.38392	NO
DOT	35244 -	2415	1003469	NB33	Engineering Technician II (Office	ET125	SD1	1.00	0.00	0.00	1.00	39834.2282	NO
DOT	35223 -	2218	1003469	NB33	Heavy Equipment Operator	TR146	SB1	1.00	0.00	0.00	1.00	39929.526	NO
DOT	35331 -	1010	1003469	NB33	Parking Control Technician	TR164	SC1	1.00	0.00	0.00	1.00	39818.3412	NO
DOT	35331 -	1010	1003469	NB33	Parking Control Technician	TR164	SC1	1.00	0.00	0.00	1.00	39822.2133	NO
DOT	35331 -	1010	1003469	NB33	Parking Control Technician, PPT	TC134	SC1	0.85	0.00	0.00	0.85	39786.38677	NO
DOT	35331 -	1010	1003469	NB33	Parking Control Technician, PPT	TC134	SC1	0.85	0.00	0.00	0.85	39789.1138	NO
DOT	35331 -	1010	1003469	NB33	Parking Control Technician, PPT	TC134	SC1	0.85	0.00	0.00	0.85	39792.4851	NO
DOT	35331 -	1010	1003469	NB33	Parking Enforcement Supervisor	TR165	UH1	1.00	0.00	0.00	1.00	39826.25787	NO
DOT	35331 -	1010	1003469	NB33	Parking Enforcement Supervisor	TR166	UH1	1.00	0.00	0.00	1.00	43382.43382	NO
DOT	35247 -	1750	1003469	NB33	Project Manager	EM216	UM2	1.00	0.00	0.00	1.00	42553.42553	NO
DOT	35242 -	2230	1003469	NB40	Sign Shop Coordinator	TR213	SC1	1.00	0.00	0.00	1.00	43021.2675	NO
DOT	35224 -	2232	1003469	IN04	Street Maintenance Leader	TR180	SC1	1.00	0.00	0.00	1.00	40071.40071	NO
DOT Total								31.55	0.00	1.00	30.55		
ITD	46521 -	4200	1000011	IP62	Administrative Analyst I	AP103	TW1	1.00	0.00	0.00	1.00	39702.38628	NO
ITD	46341 -	1010	1000011	IP62	Application Developer II	AP335	TW1	1.00	0.00	0.00	1.00	31350.23616	NO
ITD	46111 -	4200	1000011	IP63	Application Developer III	AP336	TW1	1.00	0.00	0.00	1.00	42636.42636	NO
ITD	46341 -	2415	1003971	IP62	Application Developer III	AP336	TW1	1.00	0.00	0.00	1.00	42243.42243	NO
ITD	46531 -	1010	1000011	IP62	Information Systems Manager II	EM187	UM1	1.00	0.00	1.00	0.00	43346.43346	NO
ITD	46531 -	2241	1000011	IP62	Information Systems Specialist II	AP243	TW1	1.00	0.00	0.00	1.00	39704.21433	NO
ITD	46111 -	4600	1000011	IP62	Project Manager III	EM212	UM1	1.00	0.00	1.00	0.00	41794.41794	NO
ITD	46341 -	1010	1000011	IP63	Spatial Data Analyst III	AP327	TW1	1.00	0.00	0.00	1.00	31235.17208	NO
ITD	46341 -	1010	1000011	IP63	Spatial Data Analyst III	AP327	TW1	1.00	0.00	0.00	1.00	31236.17209	NO
ITD Total								9.00	0.00	2.00	7.00		
OPR&YD	502320	1010	1000012	IN12	Recreation Leader II, PPT	PP133	SC1	0.75	0.00	0.00	0.75	39911.31067	NO
OPR&YD	503230	1010	1000012	NB03	Recreation Leader II, PPT	PP133	SC1	0.75	0.00	0.00	0.75	40086.40086	NO
OPR&YD	509230	1010	1000012	NB03	Recreation Leader II, PPT	PP133	SC1	0.75	0.00	0.00	0.75	40089.40089	NO
OPR&YD	501270	1820	1000012	IP57	Recreation Program Director	PP135	SC1	1.00	0.00	0.00	1.00	32877.32204	NO
OPR&YD	504410	1010	1000012	CE05	Recreation Supervisor	SC209	UH1	1.00	0.00	1.00	0.00	27392.24488	NO
OPR&YD	509230	1010	1000012	NB03	Recreation Supervisor	SC209	UH1	1.00	0.00	1.00	0.00	42855.29994	NO
OPR&YD Total								5.25	0.00	2.00	3.25		
LIBRARY	61132 -	1010	1000013	NB37	Librarian II	AP217	SD1	1.00	0.00	0.00	1.00	37812.17349	NO
LIBRARY	61332 -	2241	1000013	NB17	Librarian II	AP217	SD1	1.00	0.00	0.00	1.00	3765.3765	NO
LIBRARY	61511 -	2241	1000013	NB18	Librarian II	AP217	SD1	1.00	0.00	0.00	1.00	43319.38552	NO
LIBRARY	61236 -	2243	1000013	NB16	Librarian, Senior, PPT	AP228	SD1	0.60	0.00	0.00	0.60	41791.41791	NO
LIBRARY	61121 -	2241	1000013	NB37	Library Aide, PPT	AP222	SD1	0.60	0.00	0.00	0.60	34896.34896	NO
LIBRARY	61335 -	2241	1000013	NB17	Library Aide, PPT	AP222	SD1	0.60	0.00	0.00	0.60	15441.15441	NO
LIBRARY	61335 -	2243	1000013	NB17	Library Aide, PPT	AP222	SD1	0.60	0.00	0.00	0.60	41689.41374	NO
LIBRARY	61339 -	2243	1000013	NB17	Library Aide, PPT	AP222	SD1	0.60	0.00	0.00	0.60	41417.41417	NO
LIBRARY	61339 -	2243	1000013	NB17	Library Aide, PPT	AP222	SD1	0.60	0.00	0.00	0.60	41418.41418	NO
LIBRARY	61348 -	2241	1000013	NB17	Library Aide, PPT	AP222	SD1	0.60	0.00	0.00	0.60	15450.15450	NO
LIBRARY	61133 -	2241	1000013	NB37	Web Specialist	AP398	TW1	1.00	0.00	0.00	1.00	43644.43644	NO
LIBRARY Total								8.20	0.00	0.00	8.20		
ACE & EQUITY Total								0.00	0.00	0.00	0.00		
POLICE COMM	66211 -	1010	1003737	IP06	Project Manager II	EM211	UM2	1.00	0.00	0.00	1.00	43416.43416	NO
OLICE COMM Total								1.00	0.00	0.00	1.00		
DWES Total								0.00	0.00	0.00	0.00		
OLENCE PREV Total								0.00	0.00	0.00	0.00		

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HSD	78231 -	2128	1004508	YS13	Administrative Analyst II	AP106	TW1	1.00	0.00	0.00	1.00	43441.43441	NO
HSD	78411 -	2270	1000017	SC22	Administrative Analyst II	AP106	TW1	1.00	0.00	0.00	1.00	43390.43390	NO
HSD	78231 -	2128	1004514	YS13	Early Childhood Center Director	PP113	SD1	1.00	0.00	0.00	1.00	3720.3720	NO
HSD	78231 -	2138	1004510	YS13	Early Childhood Center Director	PP113	SD1	1.00	0.00	0.00	1.00	6778.6778	NO
HSD	78231 -	2128	1004514	YS13	Early Head Start Instructor	PP174	SD1	1.00	0.00	0.00	1.00	39237.31485	NO
HSD	78231 -	2128	1004514	YS13	Early Head Start Instructor	PP174	SD1	1.00	0.00	0.00	1.00	40185.14186	NO
HSD	78231 -	2128	1004508	YS13	Family Advocate	PP123	SD1	1.00	0.00	0.00	1.00	5880.5880	NO
HSD	78231 -	2128	1004508	YS13	Family Advocate	PP123	SD1	1.00	0.00	0.00	1.00	6111.6111	NO
HSD	78231 -	2128	1004508	YS13	Family Advocate	PP123	SD1	1.00	0.00	0.00	1.00	779.779	NO
HSD	78232 -	2128	1004508	YS13	Head Start Coach Coordinator	PP181	TW1	1.00	0.00	0.00	1.00	41543.41543	NO
HSD	78232 -	2128	1004508	YS13	Head Start Health & Nutrition Co	SC159	TW1	1.00	0.00	0.00	1.00	37744.3819	NO
HSD	78231 -	2128	1004508	YS13	Head Start Instructor	PP114	SD1	1.00	0.00	0.00	1.00	10937.10937	NO
HSD	78231 -	2128	1004508	YS13	Head Start Instructor	PP114	SD1	1.00	0.00	0.00	1.00	1119.1119	NO
HSD	78231 -	2128	1004508	YS13	Head Start Instructor	PP114	SD1	1.00	0.00	0.00	1.00	1229.1229	NO
HSD	78231 -	2128	1004508	YS13	Head Start Instructor	PP114	SD1	1.00	0.00	0.00	1.00	3704.3704	NO
HSD	78231 -	2128	1004508	YS13	Head Start Instructor	PP114	SD1	1.00	0.00	0.00	1.00	42239.42239	NO
HSD	78231 -	2128	1004508	YS13	Head Start Instructor	PP114	SD1	1.00	0.00	0.00	1.00	6119.6119	NO
HSD	78231 -	2128	1004508	YS13	Head Start Instructor	PP114	SD1	1.00	0.00	0.00	1.00	6307.6307	NO
HSD	78232 -	2128	1004508	YS13	Head Start Program Coordinator	PP128	TW1	1.00	0.00	0.00	1.00	37729.33398	NO
HSD	78411 -	1010	1000017	SC22	Program Analyst I	AP292	TW1	1.00	0.00	0.00	1.00	33145.20784	NO
HSD	78251 -	1010	1000017	YS04	Program Analyst II	AP293	TW1	1.00	0.00	0.00	1.00	37714.19119	NO
HSD Total								21.00	0.00	0.00	21.00		
PBD	84111 -	2415	1000018	IP49	Account Clerk III	AF030	UH1	1.00	0.00	0.00	1.00	43234.43234	NO
PBD	84111 -	2415	1000018	IP49	Administrative Analyst II	AP106	TW1	1.00	0.00	0.00	1.00	43547.43547	NO
PBD	84111 -	2415	1000018	IP49	Administrative Analyst II	AP106	TW1	1.00	0.00	0.00	1.00	43548.43548	NO
PBD	84412 -	2415	1000018	PS31	Administrative Analyst II	AP106	TW1	1.00	0.00	0.00	1.00	42333.42333	NO
PBD	84229 -	2415	1000018	SC10	Administrative Assistant I	SS102	SD1	1.00	0.00	0.00	1.00	33186.1496	NO
PBD	84111 -	2415	1000018	IP49	Administrative Services Manager	EM100	UM2	1.00	0.00	0.00	1.00	42555.42555	NO
PBD	84431 -	2415	1000018	PS30	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	42332.42332	NO
PBD	84431 -	2415	1000018	PS30	Engineer, Civil (Office)	ET116	TF1	1.00	0.00	0.00	1.00	33208.5301	NO
PBD	84431 -	2415	1000018	PS30	Engineer, Civil Principal	ET117	UM1	1.00	0.00	0.00	1.00	41267.17456	NO
PBD	84111 -	2415	1000018	IP49	Graphic Delineator	TC110	SD1	1.00	0.00	0.00	1.00	42320.42320	NO

Attachment B - Status of New Positions Added FY 2020/21

DEPT	JOB CLASSIFICATION TITLE	FTE	STATUS OF VACANCY/REQ
OPW	Gardener II	1.00	HR Assessment & Scoring
OPW	Gardener II	1.00	HR Assessment & Scoring
OPW	Gardener II	1.00	HR Assessment & Scoring
OPW	Gardener II	1.00	HR Assessment & Scoring
OPW	Painter	1.00	HR Assessment & Scoring
OPW	Painter	1.00	HR Assessment & Scoring
OPW	Park Equipment Operator	1.00	Recruitment Plan in Progress
OPW	Park Equipment Operator	1.00	Recruitment Plan in Progress
OPW	Park Supervisor I	1.00	Recruitment Plan in Progress
OPW	Park Supervisor I	1.00	Recruitment Plan in Progress
OPW	Park Supervisor II	1.00	Recruitment Plan in Progress
OPW	Project Manager II	1.00	Frozen
OPW	Public Works Maintenance Worker	1.00	Job Filled
OPW	Public Works Maintenance Worker	1.00	Job Filled
OPW	Public Works Maintenance Worker	1.00	Job Filled
OPW	Public Works Supervisor I	1.00	Job Filled
OPW	Street Maintenance Leader	1.00	Dept Interview Process
OPW	Tree Trimmer	1.00	Eligible List Available
OPW	Tree Worker Driver	1.00	Recruitment Plan in Progress
OPW Total		52.00	
DOT	Engineer, Assistant II (Office)	1.00	Encumbered (TCSE/ELDE)
DOT	Engineer, Assistant II (Office)	1.00	Frozen
DOT	Engineer, Assistant II (Office)	1.00	Frozen
DOT	Engineer, Civil Supervising (Office)	1.00	Job Filled
DOT	Parking Supervisor	1.00	Eliminated per Add/Delete
DOT	Transportation Planner II	1.00	Job Filled
DOT	Transportation Planner III	1.00	Job Filled
DOT	Transportation Planner III	1.00	Job Filled
DOT Total		8.00	
ITD	Information Systems Specialist II	1.00	Job Filled
ITD	Information Systems Specialist III	1.00	Job Filled
ITD Total		2.00	
OPRYD	Capital Imp Proj Coord, Asst	1.00	Frozen
OPRYD	Public Service Representative	1.00	Frozen
OPRYD	Recreation Program Director	1.00	Job Filled
OPRYD Total		3.00	
LIBRARY	Account Clerk III	1.00	Frozen
LIBRARY	Library Aide	1.00	Job Filled
LIBRARY Total		2.00	
RACE & EQUITY	Program Analyst III	1.00	Frozen
RACE & EQUITY Total		1.00	
DWES	Director of Contracting & Purchasing	1.00	Job Filled
DWES	Enforcement Chief, Public Ethics Comm	1.00	Frozen
DWES Total		2.00	
VIOLENCE PREV	Administrative Services Manager I	1.00	Frozen
VIOLENCE PREV Total		1.00	
HSD	Administrative Assistant II	1.00	Job Filled
HSD	Budget & Grants Administrator	1.00	Frozen
HSD	Case Manager I	1.00	Hire Authorization in Progress

Attachment B - Status of New Positions Added FY 2020/21

DEPT	JOB CLASSIFICATION TITLE	FTE	STATUS OF VACANCY/REQ
HSD	Health & Human Services Prog Planner	1.00	Job Filled
HSD	Health & Human Services Prog Planner	1.00	Eliminated per Add/Delete
HSD Total		5.00	
PBD	Account Clerk III	1.00	Approved (pending HR assignment)
PBD	Program Analyst III	1.00	On Hold (by HRM)
PBD Total		2.00	

Grand Total

91.00

Attachment C - Frozen Positions by Department (03.22.21)

DEPT	PFUND	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	POS#	FROZ
COUNCIL	1010	City Councilmember's Assistant	AP139	TA1	0.44	37532.37532	YES
CITY ADMIN	1010	City Administrator Analyst	MA109	U31	1.00	35804.35804	YES
CITY ADMIN	1010	Deputy City Administrator	EM138	UK1	1.00	36550.32983	YES
CITY ADMIN	1010	Receptionist, PPT	SS174	SD1	0.60	41465.41465	YES
CITY ADMIN	1010	City Administrator Analyst	MA109	U31	1.00	42197.42197	YES
CITY ADMIN	1010	Neighborhood Services Coordinator	SC190	TW1	1.00	43083.5658	YES
CITY ADMIN	1010	Program Analyst III	SC204	UM2	1.00	43465.27641	YES
CITY ADMIN	1010	Animal Care Attendant	TR203	SC1	1.00	36750.36750	YES
CITY ADMIN	1010	Animal Control & Shelter Manager	SC102	UH1	1.00	36419.36337	YES
CITY ADMIN	1010	Animal Control Officer	PS100	SC1	1.00	36421.2682	YES
CITY ADMIN	1010	Animal Control Supervisor	SC103	UH1	1.00	36434.11705	YES
CITY ADMIN	1010	Public Service Representative	SS169	SD1	1.00	37510.37510	YES
CITY ADMIN	1010	Registered Veterinary Technician	TC144	SD1	1.00	36439.25842	YES
CITY ADMIN	1010	Director of Contracting & Purchasing	EM239	UK1	1.00	36082.36082	YES
CITY ADMIN	1010	Receptionist	SS170	SD1	1.00	32668.21869	YES
CITY ATTORNEY	1010	Manager, Agency Administrative	EM171	UM1	1.00	24575.13816	YES
CITY ATTORNEY	1010	Neighborhood Law Corps Attorney	AL041	TM1	1.00	39457.34982	YES
HRM	1010	Human Resource Analyst, Senior	AP206	UM2	1.00	41334.41334	YES
HRM	1010	Human Resource Analyst, Senior	AP206	UM2	1.00	33749.33749	YES
HRM	7760	Human Resource Analyst, Senior	AP206	UM2	1.00	41333.41333	YES
HRM	1010	Human Resource Clerk	SS129	TA1	1.00	34809.34809	YES
HRM	1150	Benefits Technician	AP115	TW1	1.00	33417.30146	YES
FINANCE	1010	Assistant to the Director	EM118	UM1	1.00	39324.39324	YES
FINANCE	1010	Executive Assistant to the Director	SS124	UM1	1.00	39322.39322	YES
FINANCE	1010	Manager, Finance	EM268	UK2	1.00	41571.41571	YES
FINANCE	1010	Financial Analyst	AF033	UM2	1.00	24801.17376	YES
FINANCE	1010	Accounting Technician	AF049	SD1	1.00	40657.40657	YES
FINANCE	4550	Buyer	SS193	TW1	1.00	36614.36614	YES
FINANCE	4550	Office Assistant II, PPT	SS154	SD1	0.80	42235.42235	YES
FINANCE	1010	Account Clerk II	AF020	SD1	1.00	40147.40147	YES
FINANCE	1010	Tax Auditor II	AF022	SD1	1.00	42229.42229	YES
FINANCE	1010	Tax Auditor II	AF022	SD1	1.00	42228.42228	YES
FINANCE	1010	Tax Auditor II	AF022	SD1	1.00	34843.34843	YES
FINANCE	1010	Tax Enforcement Officer II	AF050	SD1	1.00	42085.14209	YES
FINANCE	1750	Office Assistant II	SS153	SD1	1.00	42440.42416	YES
FINANCE	1010	Tax Enforcement Officer II	AF050	SD1	1.00	39774.37508	YES
FINANCE	1010	Revenue Assistant	AP321	SD1	1.00	42446.18877	YES
FINANCE	1010	Human Resource Operations Supervis	SC167	UH1	1.00	27986.23680	YES
FINANCE	1010	Office Assistant II	SS153	SD1	1.00	42441.42441	YES
FINANCE	1010	Public Service Representative	SS169	SD1	1.00	34585.1364	YES
FINANCE	1010	Public Service Representative, Senior	PP155	TW1	1.00	42410.42410	YES
FINANCE	1010	Parking Meter Collector	AF025	SD1	1.00	34601.1811	YES
POLICE	1010	Public Information Officer I	AP298	TW1	1.00	43153.43153	YES
POLICE	1010	Complaint Investigator II	AP146	TW1	1.00	43156.43156	YES
POLICE	1010	Complaint Investigator II	AP146	TW1	1.00	43155.43155	YES
POLICE	1010	Complaint Investigator II	AP146	TW1	1.00	43154.43154	YES
POLICE	1010	Complaint Investigator II	AP146	TW1	1.00	43157.43157	YES
POLICE	1010	Complaint Investigator III	AP144	TW1	1.00	43158.43158	YES
POLICE	1010	Intake Technician	AP434	TW1	1.00	43162.43162	YES
POLICE	1010	Intake Technician	AP434	TW1	1.00	43159.43159	YES
POLICE	1010	Intake Technician	AP434	TW1	1.00	43160.43160	YES
POLICE	1010	Intake Technician	AP434	TW1	1.00	43161.43161	YES
POLICE	1010	Police Records Specialist	SS165	SD1	1.00	36807.19530	YES

Attachment C - Frozen Positions by Department (03.22.21)

DEPT	PFUND	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	POS#	FROZ
POLICE	1010	Police Services Technician II	PS173	SC1	1.00	38261.11778	YES
POLICE	1010	Police Services Technician II	PS173	SC1	1.00	40574.1971	YES
POLICE	1010	Crime Analyst	AP446	TW1	1.00	41473.41473	YES
POLICE	1010	Crime Analyst	AP446	TW1	1.00	40842.38350	YES
POLICE	1010	Police Evidence Technician	PS165	SC1	1.00	40900.37503	YES
POLICE	1010	Police Evidence Technician	PS165	SC1	1.00	40977.1300	YES
POLICE	1010	Police Records Specialist	SS165	SD1	1.00	38394.38394	YES
POLICE	1010	Administrative Assistant I	SS102	SD1	1.00	39782.3862	YES
POLICE	1010	Criminalist II	PS112	TW1	1.00	24459.21979	YES
POLICE	1010	Criminalist II	PS112	TW1	1.00	34514.34514	YES
POLICE	1010	Criminalist III	PS113	UH1	1.00	692.692	YES
POLICE	1010	Latent Print Examiner II	PS187	TW1	1.00	28415.28415	YES
POLICE	1010	Management Assistant	AP235	UM2	1.00	38525.38525	YES
POLICE	1010	Management Assistant	AP235	UM2	1.00	38526.38526	YES
POLICE	1010	Police Records Specialist	SS165	SD1	1.00	36806.2845	YES
POLICE	1150	Administrative Analyst II	AP106	TW1	1.00	33641.33641	YES
POLICE	1010	Payroll Personnel Clerk III	SS163	UH1	1.00	34315.34315	YES
POLICE	1010	Fleet Compliance Coordinator	SC257	UM2	1.00	43163.43163	YES
POLICE	1010	Account Clerk I	AF001	SD1	1.00	35909.35909	YES
POLICE	2411	Account Clerk II	AF020	SD1	1.00	30705.30705	YES
POLICE	1010	Account Clerk II	AF020	SD1	1.00	32097.32097	YES
POLICE	1010	Account Clerk III	AF030	UH1	1.00	31144.31144	YES
POLICE	2411	Accountant II	AF021	SD1	1.00	30706.30706	YES
POLICE	1010	Accountant III	AF031	UH1	1.00	34314.34314	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	41119.38011	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	40910.38015	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	41120.38020	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	41145.34319	YES
POLICE	1010	Police Services Technician II	PS173	SC1	1.00	36858.34205	YES
POLICE	1010	Police Services Technician II	PS173	SC1	1.00	38265.28069	YES
POLICE	1010	Police Services Technician II	PS173	SC1	1.00	38267.28228	YES
POLICE	1010	Police Services Technician II	PS173	SC1	1.00	36577.11026	YES
POLICE	1010	Police Services Technician II	PS173	SC1	1.00	40576.34206	YES
FIRE	1010	Hearing Officer	AP396	TW1	1.00	42543.42290	YES
FIRE	1010	Office Assistant I	SS150	SD1	1.00	42286.42286	YES
FIRE	1010	Fire Inspector (Civilian)	PS142	SC1	1.00	38745.38745	YES
FIRE	1010	Office Assistant I, PPT	SS151	SD1	0.60	38746.38746	YES
FIRE	1010	Fire Protection Engineer	PS143	TW1	1.00	42271.42271	YES
FIRE	1010	Process Coordinator II	AP290	SD1	1.00	42273.42273	YES
FIRE	1010	Process Coordinator II	AP290	SD1	1.00	42272.42272	YES
FIRE	1010	Fire Division Manager	EM225	UM1	1.00	41048.24870	YES
OPW	7760	Program Analyst II	AP293	TW1	1.00	42896.42896	YES
OPW	7760	Project Manager II	EM211	UM2	1.00	43165.43165	YES
OPW	7760	Account Clerk III	AF030	UH1	1.00	23797.2597	YES
OPW	7760	Manager, Technology Program	EM257	UM2	1.00	37919.34677	YES
OPW	7760	Capital Improvement Project Coordinat	SC112	UM2	1.00	39961.15771	YES
OPW	7760	Engineer, Assistant II (Office)	ET113	TF1	1.00	43167.43167	YES
OPW	7760	Engineer, Assistant II (Office)	ET113	TF1	1.00	32881.32296	YES
OPW	7760	Engineer, Civil (Field)	ET115	TF1	1.00	31768.27483	YES
OPW	7760	Engineer, Civil (Field)	ET115	TF1	1.00	31769.3436	YES
OPW	7760	Capital Improvement Project Coordinat	SC112	UM2	1.00	31813.27485	YES
OPW	7760	Capital Improvement Project Coordinat	SC112	UM2	1.00	41338.41338	YES
OPW	7760	Engineer, Civil (Office)	ET116	TF1	1.00	31897.3431	YES

Attachment C - Frozen Positions by Department (03.22.21)

DEPT	PFUND	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	POS#	FROZ
OPW	7760	Engineer, Civil (Office)	ET116	TF1	1.00	36672.36672	YES
OPW	7760	Administrative Assistant I	SS102	SD1	1.00	34705.971	YES
OPW	4100	Heavy Equipment Mechanic	TR148	SB1	1.00	42261.42261	YES
OPW	4400	Custodian	TR120	SC1	1.00	41181.2379	YES
OPW	4400	Custodian	TR120	SC1	1.00	41502.34353	YES
OPW	4400	Custodian	TR120	SC1	1.00	41773.41773	YES
OPW	4400	Custodian	TR120	SC1	1.00	41774.41774	YES
OPW	4400	Custodian	TR120	SC1	1.00	41185.812	YES
OPW	4400	Custodian	TR120	SC1	1.00	41171.14517	YES
OPW	4400	Custodian	TR120	SC1	1.00	41290.15136	YES
OPW	4400	Custodian	TR120	SC1	1.00	41291.15149	YES
OPW	4400	Custodian	TR120	SC1	1.00	41292.2106	YES
OPW	4400	Stationary Engineer	TR178	SB1	1.00	41293.3622	YES
OPW	4400	Custodian, PPT	TR121	SC1	1.00	41295.14515	YES
OPW	4400	Stationary Engineer	TR178	SB1	1.00	41168.11063	YES
OPW	4400	Custodian	TR120	SC1	1.00	41491.31000	YES
OPW	4400	Painter	TR159	SB1	1.00	41302.2486	YES
OPW	4400	Painter	TR159	SB1	1.00	41297.34352	YES
OPW	4400	Plumber	TR172	SB1	1.00	41222.5447	YES
OPW	4400	Pool Technician	TR207	SC1	1.00	41205.34441	YES
OPW	4400	Pool Technician	TR207	SC1	1.00	41206.34442	YES
OPW	4400	Pool Technician, PPT	TR208	SC1	1.00	41204.34440	YES
OPW	4400	Carpenter	TR112	SB1	1.00	41234.6044	YES
OPW	4400	Carpenter	TR112	SB1	1.00	41230.1587	YES
OPW	7760	Assistant Director, Public Works Agency	EM110	U31	1.00	24375.22508	YES
OPW	2310	Gardener II	TR142	SC1	1.00	43200.43200	YES
OPW	2310	Gardener II	TR142	SC1	1.00	43199.43199	YES
OPW	2310	Gardener II	TR142	SC1	1.00	43198.43198	YES
OPW	2310	Gardener II	TR142	SC1	1.00	43182.43182	YES
OPW	2310	Park Attendant, PPT	SS157	SC1	1.00	24324.22113	YES
OPW	2310	Tree High Climber	TR188	SC1	1.00	32789.2860	YES
OPW	2218	Tree Supervisor I	SC229	UH1	1.00	40018.40018	YES
OPW	2310	Tree Trimmer	TR189	SC1	1.00	32802.2289	YES
OPW	1720	Electrical Painter	TR127	SC1	1.00	23834.3567	YES
OPW	1720	Painter	TR159	SB1	1.00	34484.34484	YES
OPW	7760	Electrical Engineer II	TR125	TF1	1.00	31156.31156	YES
OPW	4400	Program Analyst III	SC204	UM2	1.00	42627.42627	YES
DOT	7760	Account Clerk III	AF030	UH1	1.00	42224.42224	YES
DOT	7760	Architectural Associate (Field)	ET104	TF1	1.00	39530.26415	YES
DOT	7760	Drafting/Design Technician, Sr	ET109	SD1	1.00	39877.5783	YES
DOT	7760	Engineer, Assistant II (Office)	ET113	TF1	1.00	40036.40036	YES
DOT	7760	Engineer, Assistant II (Office)	ET113	TF1	1.00	43218.43218	YES
DOT	7760	Program Analyst II	AP293	TW1	1.00	40044.40044	YES
DOT	7760	Engineer, Assistant II (Office)	ET113	TF1	1.00	42098.23684	YES
DOT	7760	Chief of Party	TR114	UH1	1.00	39526.832	YES
DOT	7760	Surveying Technician (Field)	ET132	SC1	1.00	39528.35917	YES
DOT	7760	Engineer, Assistant II (Office)	ET113	TF1	1.00	43221.43221	YES
DOT	7760	Public Works Maintenance Worker	TR174	SC1	1.00	39938.3501	YES
DOT	7760	Public Works Maintenance Worker	TR174	SC1	1.00	39965.37523	YES
DOT	2218	Public Works Maintenance Worker	TR174	SC1	1.00	39933.3487	YES
DOT	2218	Public Works Maintenance Worker	TR174	SC1	1.00	39908.37521	YES
DOT	2218	Concrete Finisher	TR116	SB1	1.00	39684.5814	YES
DOT	2232	Heavy Equipment Operator	TR146	SB1	1.00	40053.40053	YES

Attachment C - Frozen Positions by Department (03.22.21)

DEPT	PFUND	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	POS#	FROZ
DOT	2232	Program Analyst II	AP293	TW1	1.00	41358.41358	YES
DOT	2232	Public Works Maintenance Worker	TR174	SC1	1.00	40056.40056	YES
DOT	2211	Electrical Engineer III	TR126	TF1	1.00	39901.3573	YES
DOT	2218	Electrician	TR128	IE1	1.00	39838.5655	YES
DOT	7760	Program Analyst II	AP293	TW1	1.00	39989.15565	YES
DOT	2211	Engineer, Assistant II (Office)	ET113	TF1	1.00	40077.40077	YES
DOT	7760	Engineer, Transportation	ET122	TF1	1.00	39897.6874	YES
DOT	2218	Program Analyst II	AP293	TW1	1.00	42100.40042	YES
DOT	1750	Program Analyst III	SC204	UM2	1.00	39510.34367	YES
DOT	2211	Administrative Assistant II	SS104	TW1	1.00	42101.5440	YES
DOT	1010	Parking Meter Repair Worker	TR168	SB1	1.00	39642.3481	YES
ITD	1010	Information Systems Manager I	SC169	UM2	1.00	42638.42638	YES
ITD	1010	Management Assistant	AP235	UM2	1.00	41796.41796	YES
ITD	1010	Project Manager III	EM212	UM1	1.00	36452.36452	YES
ITD	1010	Information Systems Specialist I	AP242	TW1	1.00	41795.41795	YES
ITD	1010	Information System Administrator	MA128	UM2	1.00	42658.42658	YES
OPRYD	7760	Capital Imp Proj Coord, Asst	AP448	TW1	1.00	43224.43224	YES
OPRYD	1030	Management Assistant	AP235	UM2	1.00	42246.42246	YES
OPRYD	1010	Office Assistant II	SS153	SD1	1.00	37978.37978	YES
OPRYD	1820	Facility Security Assistant	PS120	SC1	1.00	42357.42357	YES
OPRYD	1820	Public Service Representative	SS169	SD1	1.00	43225.43225	YES
OPRYD	1820	Public Service Representative, PPT	SS196	SD1	1.00	27471.27471	YES
OPRYD	1820	Recreation Supervisor	SC209	UH1	1.00	32290.32290	YES
OPRYD	1820	Recreation General Supervisor	MA139	UM2	1.00	40082.40082	YES
OPRYD	1010	Recreation Leader II, PPT	PP133	SC1	0.75	39330.11011	YES
OPRYD	1820	Recreation Leader II, PPT	PP133	SC1	0.75	39912.30345	YES
OPRYD	1820	Recreation Program Director	PP135	SC1	1.00	42358.42358	YES
OPRYD	1010	Recreation Leader II, PPT	PP133	SC1	0.75	26541.26541	YES
OPRYD	1010	Recreation Leader II, PPT	PP133	SC1	0.75	38751.33620	YES
OPRYD	1010	Recreation Program Director	PP135	SC1	1.00	41602.26430	YES
OPRYD	1030	Recreation Program Director	PP135	SC1	1.00	42244.42244	YES
OPRYD	1030	Recreation Leader II, PPT	PP133	SC1	0.75	32866.32866	YES
OPRYD	1010	Recreation Program Director	PP135	SC1	1.00	27397.18762	YES
OPRYD	1030	Recreation Program Director	PP135	SC1	1.00	32689.32193	YES
OPRYD	1820	Recreation Program Director	PP135	SC1	1.00	42356.42356	YES
OPRYD	1030	Recreation Leader II, PPT	PP133	SC1	0.75	36096.31087	YES
OPRYD	1010	Recreation Supervisor	SC209	UH1	1.00	32861.28335	YES
OPRYD	1010	Recreation Program Director	PP135	SC1	1.00	42245.42245	YES
OPRYD	1010	Recreation Leader II, PPT	PP133	SC1	0.75	40088.40088	YES
OPRYD	1010	Recreation Leader II, PPT	PP133	SC1	0.75	32944.32869	YES
OPRYD	1010	Recreation Leader II, PPT	PP133	SC1	0.75	32875.32875	YES
OPRYD	1820	Van Driver, PPT	TR211	SC1	0.75	40511.40511	YES
LIBRARY	2241	Account Clerk II	AF020	SD1	1.00	22578.22578	YES
LIBRARY	2243	Account Clerk III	AF030	UH1	1.00	43227.43227	YES
LIBRARY	2241	Museum Guard	PS155	SC1	1.00	32638.516	YES
LIBRARY	2241	Museum Guard	PS155	SC1	1.00	32636.348	YES
LIBRARY	2241	Museum Guard, PPT	PS157	SC1	0.60	42499.42499	YES
LIBRARY	2241	Librarian II	AP217	SD1	1.00	38280.38280	YES
LIBRARY	2243	Librarian I	AP214	SD1	1.00	32338.32338	YES
LIBRARY	2243	Librarian I	AP214	SD1	1.00	32824.22585	YES
LIBRARY	2241	Librarian II	AP217	SD1	1.00	34936.3761	YES
LIBRARY	2241	Library Assistant	AP223	SD1	1.00	34692.3747	YES
LIBRARY	2243	Librarian I	AP214	SD1	1.00	6768.6768	YES

Attachment C - Frozen Positions by Department (03.22.21)

DEPT	PFUND	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	POS#	FROZ
LIBRARY	2243	Librarian I	AP214	SD1	1.00	41792.41792	YES
LIBRARY	2243	Librarian I	AP214	SD1	1.00	40096.40096	YES
LIBRARY	2241	Librarian II	AP217	SD1	1.00	32014.32014	YES
LIBRARY	2243	Library Assistant, Senior, PPT	AP225	SD1	0.60	41416.41416	YES
LIBRARY	2243	Librarian I	AP214	SD1	1.00	32827.23626	YES
LIBRARY	2243	Library Aide, PPT	AP222	SD1	0.80	38536.38536	YES
LIBRARY	2243	Librarian I	AP214	SD1	1.00	648.648	YES
LIBRARY	2243	Librarian II	AP217	SD1	1.00	2397.2397	YES
LIBRARY	2243	Library Aide, PPT	AP222	SD1	0.60	41688.41373	YES
LIBRARY	2243	Library Assistant, PPT	AP227	SD1	0.60	41703.41406	YES
LIBRARY	2241	Archivist	SC256	TW1	1.00	33057.33057	YES
RACE & EQUITY	1010	Program Analyst III	SC204	UM2	1.00	43229.43229	YES
POLICE COMM	1010	Complaint Investigator II	AP146	TW1	1.00	39436.10027	YES
POLICE COMM	1010	Complaint Investigator III	AP144	TW1	1.00	42878.42878	YES
POLICE COMM	1010	Office Assistant II	SS153	SD1	1.00	39445.35964	YES
POLICE COMM	1010	Executive Director CPRA	EM229	UK1	1.00	42249.42249	YES
DWES	1010	Office Assistant II	SS153	SD1	1.00	43308.42200	YES
DWES	1010	Enforcement Chief, Public Ethics Comm	EM262	U31	1.00	43244.43244	YES
DWES	7760	Administrative Analyst II	AP106	TW1	1.00	43309.42199	YES
DWES	1010	Contract Compliance Officer, Assistant	AP152	TW1	1.00	43314.27717	YES
VIOLENCE PREV	1010	Administrative Services Manager I	MA103	UM2	1.00	43230.43230	YES
VIOLENCE PREV	2252	Case Manager I	AP126	TW1	1.00	43323.35990	YES
VIOLENCE PREV	2252	Health & Human Services Program Pla	AP196	UM2	1.00	43322.3818	YES
EWD	1610	Accountant II	AF021	SD1	1.00	42924.40589	YES
EWD	5613	Office Assistant II	SS153	SD1	1.00	35731.1393	YES
EWD	5614	Urban Economic Analyst IV, Projects	AP350	TW1	1.00	35744.124	YES
EWD	5671	Project Manager	EM216	UM2	1.00	42226.42226	YES
EWD	1010	Program Analyst II	AP293	TW1	1.00	35761.14754	YES
EWD	1010	Program Analyst III	SC204	UM2	1.00	35763.33784	YES
EWD	1010	Urban Economic Analyst III	AP348	TW1	1.00	42227.42227	YES

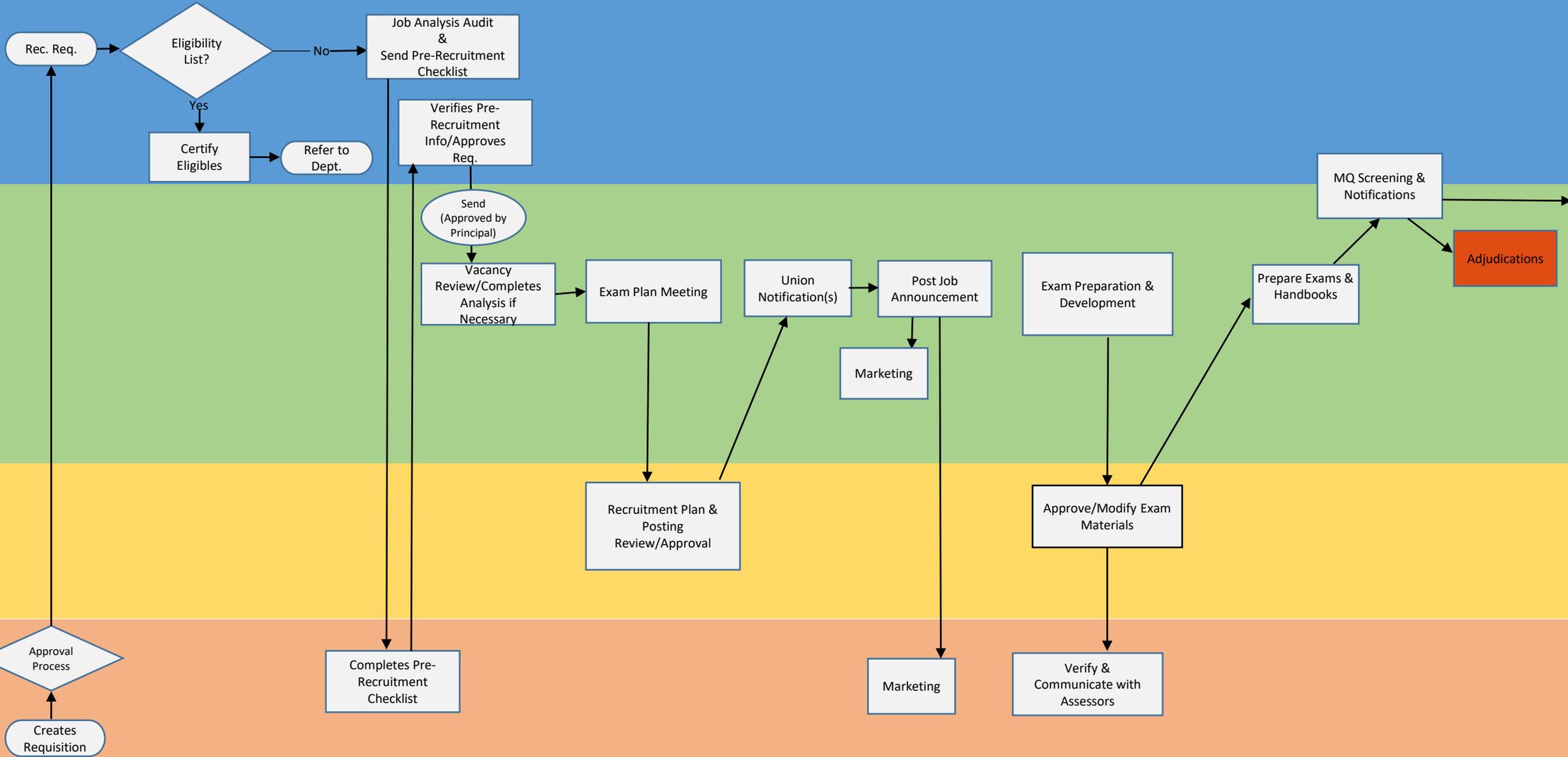
RECRUITMENT PROCESS

HR Tech

ANALYST

PRINCIPAL ANALYST

SPOC/ SME



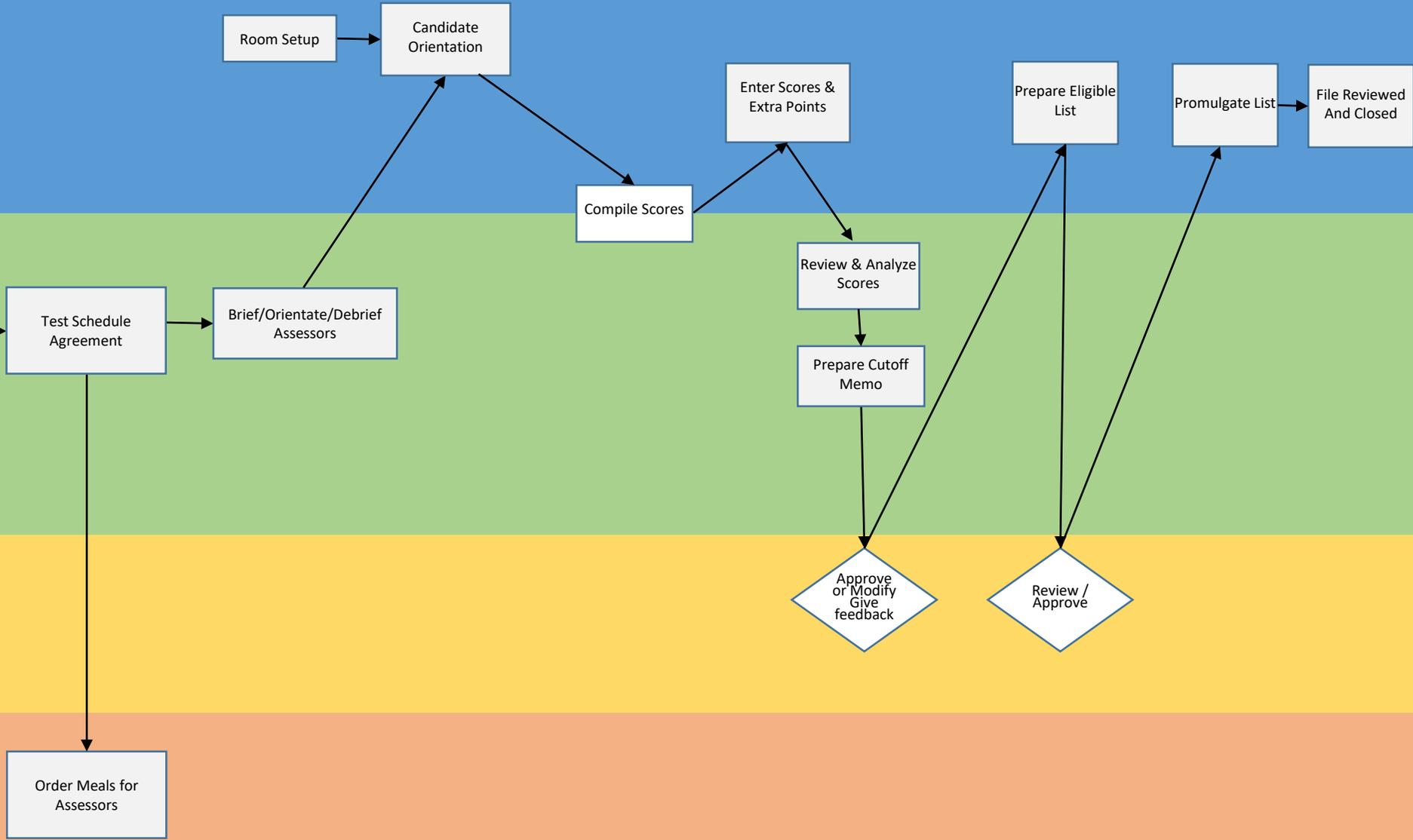
RECRUITMENT PROCESS

HR Tech

ANALYST

PRINCIPAL ANALYST

SPOC/ SME





CITY OF OAKLAND

MEMORANDUM

DATE: July 15, 2021

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

THROUGH: Greg Preece, Assistant Human Resources Director, Recruitment & Classification

THROUGH: Ian Appleyard, Director of Human Resources Management
Secretary to the Board

SUBJECT: Approval of New Classification Specifications for Custom Application Developer III and Oracle Application Developer III

Based upon a classification review requested by the Information Technology Department (ITD), Human Resources Management (HRM) has proposed the creation of two new classification specifications to replace the existing **Application Developer III – Custom Application Developer III** and **Oracle Application Developer III**.

The existing classification will be abolished, and it will be replaced by the two new classifications. While the general Application Developer III classification has historically been sufficient to address Oracle and Custom (non-Oracle) application development needs for the City, the areas have become more specialized over time. Recent recruitment and selection processes have not yielded sufficiently qualified applicant pools and vacancies remain. There is now a distinct need to define the areas separately. Creating two new classifications with different titles that individually encompass the Oracle and Custom domains will ensure that applicants and employees have a better understanding of the required work and should translate to more appropriate applicant pools.

A summary of the duties expected to be performed by the new **Custom Application Developer III** classification is provided below:

Defines custom data structures and application solutions that are appropriate to customer requirements; develops, supports, maintains, and tests software applications for business units; designs, develops, and implements various business-related applications; codes, documents, and implements project specifications; provides technical advice and training; oversees timely completion of new and on-going projects while adhering to prescribed budget limits; and performs related duties as assigned.

A summary of the duties expected to be performed by the new **Oracle Application Developer III** classification is provided below:

Defines Oracle data structures and application solutions that are appropriate to customer requirements; develops, supports, maintains, and tests software applications for business units; designs, develops, and implements various applications; codes, documents, and implements project specifications; provides technical advice and training; oversees timely

CIVIL SERVICE BOARD

Subject: Custom Application Developer III and Oracle Application Developer III Classification Specifications

Date: July 15, 2021

Page 2

completion of new and on-going projects while adhering to prescribed budget limits; and performs related duties as assigned.

There are ten (10) budgeted positions of which eight (8) are filled and two (2) are still vacant. These ten positions will be converted to the new classification titles once the new classifications are formally established, and the incumbents will be sorted into the new titles based on their specialty areas. The salary and representation units for the new classifications will be identical to the salary and representation unit of the old Application Developer III classification.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was initially notified in September 2020 of the proposal to revise the existing Application Developer III classification by enhancing the description of Oracle and non-Oracle duties. Representatives met monthly until January 2021 to discuss concerns about the proposed revisions. Based on union feedback and additional discussion within the department, the enhanced classification was determined to be problematic. City staff worked with ITD early in 2021 to retool the proposal by drafting two brand new classification specifications to reflect the different bodies of work. The union was notified of the updated proposal in May 2021. City and union representatives discussed the new descriptions at meetings in May and June. The parties mutually agreed to minor changes to the Oracle Application Developer III in June. The union sent an email on June 17, 2021 stating that there are no residual objections to the proposed new classifications.

The salary ordinance amendment to abolish the existing classification and formally add the two brand new classifications to the City's Salary Schedule is tentatively being scheduled for the Finance and Management Committee in October 2021. Two readings by City Council will follow.

Staff recommends that the Civil Service Board approve the proposed new **Custom Application Developer III** and **Oracle Application Developer III** classification specifications.

Attachments: Proposed new Custom Application Developer III and Oracle Application Developer III classification specifications.



CUSTOM APPLICATION DEVELOPER III

Class Code: APXXX

Civil Service Classified

DEFINITION

Under direction in the Information Technology Department (ITD), defines custom data structures and application solutions that are appropriate to customer requirements; develops, supports, maintains, and tests software applications for business units; designs, develops, and implements various business-related applications; codes, documents, and implements project specifications; provides technical advice and training; oversees timely completion of new and on-going projects while adhering to prescribed budget limits; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey-level classification. The incumbent is assigned significant responsibilities requiring specialized knowledge, skills, abilities, and experience. The incumbent exercises independent judgment in the performance of his or her duties. This classification is distinguished from Application Developer II, which is the journey level classification without specialist or lead responsibility. This classification differs from Information Systems Manager I in that the latter is a first-line supervisory position that plans, assigns, and evaluates the work of subordinates.

Incumbents in this position report to Information Systems Manager I or Information Systems Manager II and provide direction to Application Developer IIs and paraprofessional staff.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

Analyze or direct the analysis of current systems software, propose modifications, and evaluates new software for its impact on systems problems, standards, and procedures.

Identify, develop, and implement technical solutions for the City of Oakland's City business applications using Microsoft Business tools and Technology.

Design, Develop, and test special software required by the City; create application tools for system users; write Custom Applications on city's designated platform.

Document and maintain business logic, technical solutions, performance monitoring and quality assurance/quality control (QA/QC) regarding business applications.

Design and develop complex application systems using advanced technology platforms to deploy solutions for desktops and Mobile clients.

Research and provide recommendations on applications that will solve business problems or gaps upgrades.

Identify additional opportunities to enhance the alignment of business processes and application capabilities.

Provide technical advice and training to application users; prepare reports and coordinate City departmental staff activities with ITD.

Lead requirement gathering activities with end-users and translate them into a well-defined business requirement, technical specification, project and/or action plan documentations.

Take the initiative to coordinate the testing activities with internal IT team members, end-users, and other participants.

Adhere to the code development and deployment procedures and policies

Perform code reviews.

Provide thorough and detailed impact, root cause analysis and translate the analysis into a well-defined, thorough, and timely action/resolution plan

Implement action/resolution plan in a timely manner or by the agreed upon deadline set by supervisor.

Collaborate with other IT developers and IT support staff on application and system related production issues.

Construct, maintain, and update technical documentation with the most up to date information when needed.

Adhere to best practices and industry standards.

Provide inputs for the standard operational model as needed.

Work with cross-functional teams and business stakeholders to gather and document business requirements to design and develop IT solutions using Microsoft development tools [(C#, MVC, ASP.NET, Reporting Business Objects tools, Microsoft Power BI, and StructureQuery Language (SQL), and Server Reporting Services (SSRS)).

KNOWLEDGE AND ABILITIES

Knowledge of:

- Two or more computer high level programming languages, such as Java, JavaScript, HTML5, or C/C++/C#, or ASP, and ASP.Net.
- Principles and practices of application development, including Web and Mobile platforms, and techniques in application design.
- Reporting tools such as Business Objects and Microsoft Power Bi and SQL Server Reporting Services (SSRS).
- Client-side web development technologies/system design and development.
- Knowledge of environments such as SharePoint, Teams, OneDrive.
- Web application software development life cycles.
- Performance management and capacity planning.
- Analysis of business processes.
- Principles of training and communication.
- Computer systems and software applications.

Ability to:

- Design and develop web applications in an ASP.Net MVC model.
- Lead requirement gathering activities with end-users and translate them into a well-defined business requirement, technical specification, project and/or action plan documentations.
- Coordinate the testing activities with internal IT team members, end-users, and other participants.
- Adhere to the code development and deployment procedures and policies.
- Perform code reviews.
- Provide thorough and detailed impact and root cause analysis and translate the analysis into a well-defined and thorough action/resolution plan in a timely manner.
- Implement action/resolution plan in a timely manner or by the agreed upon deadline set by supervisor/Manager.
- Provide thorough and detailed technical analysis on workflows, interfaces, AOLs, and software code.
- Collaborate with other IT developers and IT support staff on application and system related production issues.
- Plan and design user interaction solutions based on business requirements.
- Analyze problems and take corrective action in a professional manner.
- Work independently and set priorities.
- Utilize effective oral and written communications skills.
- Report and document development.
- Utilize computer systems and software applications.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

Any combination of education and experience that is equivalent to the following minimum qualifications may be acceptable.

Education:

A Bachelor's degree from an accredited college or university in computer science, engineering, statistics or related field.

Experience:

Four (4) years of progressively responsible experience developing in C/C++/C#, ASP, and ASP.Net MVC applications, information systems or software engineering.

LICENSE OR CERTIFICATE

OutSystems Certification is desirable.

Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: / / CSB Resolution Salary Ordinance #:
#:

Exempted: Y N Exemption Resolution
#:

Revision Date: / / CSB Resolution #:

Re-titled Date: / / CSB Resolution #: Salary Ordinance #:

(Previous title(s):)



ORACLE APPLICATION DEVELOPER III

Class Code: APXXX

Civil Service Classified

DEFINITION

Under direction in the Information Technology Department (ITD), defines Oracle data structures and application solutions that are appropriate to customer requirements; develops, supports, maintains, and tests software applications for business units; designs, develops, and implements various applications; codes, documents, and implements project specifications; provides technical advice and training; oversees timely completion of new and on-going projects while adhering to prescribed budget limits; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey-level classification. The incumbent is assigned significant responsibilities requiring specialized knowledge, skills, abilities, and experience. The incumbent exercises independent judgment in the performance of his or her duties. This classification is distinguished from Application Develop II, which is the journey level classification without specialist or lead responsibility. This classification differs from Information Systems Manager I in that the latter is a first-line supervisory position that plans, assigns, and evaluates the work of subordinates.

Incumbents in this position report to Information Systems Manager I or Information Systems Manager II and provide direction to Application Developer IIs and paraprofessional staff.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

Analyze or direct the analysis of current systems software, propose modifications, and evaluate new software for its impact on systems problems, standards, and procedures.

Design, code, and test software required by the City; create application tools for system users; write customized programs.

Document and maintain business logic, technical solutions, performance monitoring and quality assurance/quality control (QA/QC) regarding business applications.

Design and develop complex application systems using Oracle development frameworks.

Research and provide recommendations on applications that will solve business problems or gaps upgrades.

Identify additional opportunities to enhance the alignment of business processes and application capabilities.

Provide technical advice and training to application users; prepare reports and coordinate City

departmental staff activities with ITD.

Lead requirement gathering activities with end-users and translate them into a well-defined business requirement, technical specification, project and/or action plan documentations.

Take the initiative to coordinate the testing activities with internal IT team members, end-users, and other participants.

Adhere to the code development and deployment procedures and policies.

Perform code reviews.

Provide thorough and detailed impact and root cause analysis and translate the analysis into a well-defined, thorough, and timely action/resolution plan.

Implement action/resolution plan in a timely manner or by the agreed upon deadline set by supervisor.

Collaborate with other IT developers and IT support staff to resolve application and system related production issues.

Construct, maintain, and update technical documentation with the most up to date information when needed.

Adhere to best practices and industry standards.

Provide inputs for the standard operational model as needed.

Work with cross-functional teams and business stakeholders to gather and document business requirements to design and develop IT solutions using Oracle development tools.

Takes responsibility for the entire development lifecycle for the Oracle Enterprise Business Suite application which includes analysis, design, coding, testing, and documentation.

Develop reports, interfaces, conversion programs, workflows, and enhancements/extensions for Oracle Enterprise Business Suite.

Design, implement, and support solutions for the integration of the City's ERP system with other application systems.

Provide thorough and detailed technical analysis on Oracle reports, workflows, interfaces, AOLs, and software code.

Maintain and troubleshoot Oracle reports, interfaces, workflows, AOLs, and software code for Oracle EBS.

Identify areas of improvement for Oracle Enterprise Business Suite (EBS).

KNOWLEDGE AND ABILITIES

Knowledge of:

- Two or more Oracle modules such as but not limited to Payroll, General Ledger, Payables, Receivables, HRMS, Project Costing, Grants, and Labor Distribution.
- Two or more computer high level programming languages, such as SQL, PL/SQL, Java,

JavaScript, and HTML5.

- Shell programming for Linux/Unix operating systems.
- Principles and practices of application design and development.
- Back-end and front-end web development technologies/system design and development.
- Software development life cycle.
- Performance management and capacity planning.
- Analysis of key business processes such as but not limited to procure to pay, budget to track, record to report, and people to paycheck, and hire to retire.
- Principles of training and communications.
- Reporting tools such as Oracle Business Intelligence Enterprise Edition (OBIEE) and Oracle Business Intelligence Applications (OBIA).
- Oracle development tools and technology such as Oracle BI/XML Publisher, Oracle Workflow, and Oracle Forms and Report Builder.
- Best practices and standards for Oracle E-Business Suite.
- One or more Oracle development frameworks such as Oracle Application Express (APEX), Oracle Application Framework (OAF), and Oracle Application Development Framework (ADF).
- Oracle Support and My Oracle Support Notes.
- Computer systems and software applications.

Ability to:

- Design, develop, and support RICEF and CELMI objects.
- Provide thorough and detailed impact and root cause analysis and translate the analysis into a well-defined and thorough action/resolution plan in a timely manner.
- Implement action/resolution plan in a timely manner or by the agreed upon deadline set by supervisor.
- Provide thorough and detailed technical analysis and maintain and troubleshoot Oracle reports, workflows, interfaces, AOLs, and software code for Oracle EBS.
- Maintain and troubleshoot Oracle reports, interfaces, workflows, AOLs, and software code.
- Collaborate with other IT developers and IT support staff on application and system related production issues.
- Identify areas of improvement for Oracle Enterprise Business Suite (EBS).
- Plan and design user interaction solutions based on business requirements.
- Plan, design, and implement the full software development life cycle of web applications.
- Lead requirement gathering activities with end-users and translate them into a well-defined business requirement, technical specification, project and/or action plan documentations.
- Design, implement, and support solutions for the integration of the City's ERP system with external and internal systems.
- Coordinate the testing activities with internal IT team members, end-users, and other participants.
- Adhere to the code development and deployment procedures and policies.
- Perform code reviews.
- Design, develop, maintain, and support web applications using one or more of the following Oracle development frameworks: Oracle Application Express (APEX), Oracle

Application Framework (OAF), and/or Oracle Application Development Framework (ADF).

- Maintain and support web applications developed with Oracle development frameworks: Oracle Application Express (APEX), Oracle Application Framework (OAF), and/or Oracle Application Development Framework (ADF).
- Develop and maintain workflows in Oracle EBS using Oracle Workflow.
- Design, develop, and support reports using BI/XML Publisher.
- Analyze problems and take corrective action in a professional manner.
- Develop standards for the operation of system hardware and software.
- Work independently and set priorities.
- Coordinate functions and activities between departments and ITD.
- Utilize effective oral and written communications skills.
- Report and document development.
- Utilize computer systems and software applications.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

Any combination of education and experience that is equivalent to the following minimum qualifications may be acceptable.

Education:

A Bachelor's degree from an accredited college or university in computer science, engineering, statistics or related field.

Experience:

Four (4) years of progressively responsible experience developing, implementing, and maintaining solutions for an Oracle Enterprise Business Suite R12 system.

LICENSE OR CERTIFICATE

Oracle E-Business Suite R12 certification or related Oracle certification is desirable.

Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: / / CSB Resolution Salary Ordinance #:
#:
Exempted: Y N Exemption Resolution
#:
Revision Date: / / CSB Resolution #:
Re-titled Date: / / CSB Resolution #: Salary Ordinance #:

(Previous title(s):)



CITY OF OAKLAND

STAFF REPORT

DATE: July 15, 2021

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Jaime Pritchett, Principal Human Resource Analyst

THROUGH: Greg Preece, Assistant Human Resources Director

THROUGH: Ian Appleyard, Director of Human Resources Management

SUBJECT: Quarterly Update Regarding Pending Classification Studies Pursuant to Rule 3.04(f) of the Personnel Manual (Civil Service Rules)

The Personnel Manual (Civil Service Rules) section 3.04 (f) “Quarterly Updates” requires that the Personnel Director provide quarterly updates regarding outstanding Classification Studies to the Board and include an explanation of the delay for all studies that have been in progress for more than one year. The Board was last provided with a report in April 2021 (for quarter end March 31, 2021). This report also provides an update on classification specifications that are currently under review.

Classification Studies

Attachment A is a report of all outstanding classification studies for the quarter ending on June 30, 2021. During this reporting period, seven (7) studies were completed, two (2) studies were canceled, and six (6) new studies were received. There are currently fourteen (14) active classification studies.

EXPLANATION OF DELAYS

Seven (7) studies have passed the one-year mark:

- Police Services Technician II – Anticipated completion by 7/16/2021
- Information Systems Specialist II – **Completed 6/30/2021**
- Administrative Assistant I - Anticipated completion by 7/30/2021
- Treasury Analyst III – **Canceled 4/30/2021**
- Police Records Supervisor – **Completed 6/30/2021**
- Police Records Specialist – **Canceled 4/5/2021**
- Program Analyst II - Anticipated completion by 7/23/2021

The delays are largely attributed to competing demands among staff and complex studies that require more research and examination than usual. Layers of analysis and meetings with additional parties add to the complexities and time involved as do changes in incumbents’ supervisors. Competing priorities make it difficult to dedicate significant blocks of time to evaluating the many factors in each study. While abiding by the Shelter-in-place order from Alameda County in response to the Coronavirus pandemic, the City organization has adapted several of its business practices during the pandemic; many staff have been telecommuting and the department strives to become more agile in dealing with emerging challenges during this unprecedented time. Further, we experienced some attrition among the Human Resource Analyst

CIVIL SERVICE BOARD

Subject: Quarterly Classification Study Report

Date: July 15, 2021

staff in September and have had to reassess priorities and workload during the last quarter. The vacancies are still affected by the hiring freeze.

Despite these considerations, HRM remains focused on addressing overdue studies. Of the seven (7) studies that exceeded the one-year mark, staff completed two (2) studies, two (2) studies were canceled following employee promotions, and the other three (3) studies are expected to be finalized within the month. Completing the oldest studies remains the highest priority, and HRM is still working to eliminate the backlog completely. Staff expects to continue enlisting assistance from an external consultant to help with addressing the queue as well.

The Human Resource Analysts have been trained on how to conduct classification studies, and all continue to carry at least one classification study each. Progress remains slow but steady, and staff are demonstrating gains as their knowledge of classification studies grows. Building capacity among staff remains the most strategic approach to ensure skilled staff are available and that incoming classification study requests can be addressed as quickly as possible in the near future.

Classification Specification Review

Attachment B is a report of outstanding requests for classification specification reviews for the quarter ending June 30, 2021 showing a total of ninety-five (95) classifications: during this reporting period, there were eight (8) classification revisions or creations completed and approved by the Civil Service Board and zero (0) classification specification reviews were canceled; two (2) classifications are being advanced by HRM to the Board for the July 15, 2021 meeting; an additional fourteen (14) are in the queue for discussion with the representative union and advancement to the Board in the near future; there are sixty-three (63) classification specification reviews assigned and under review by analysts; and there are an additional eight (8) for which HRM has received requests that have not yet been assigned. Classification creation and revision work will be distributed among all analysts as part of the overall efforts to increase their flexibility and our responsiveness to organizational needs.

Status	Qty
Approved by CSB or Closed During Quarter	8
Scheduled to CSB for Approval	2
Under Review for Scheduling of Meet & Confer with Representative Union	14
Assigned to Analyst for Review	63
Pending for Assignment	8
TOTAL	95

For questions regarding this report, please contact Jaime Pritchett, Principal Human Resource Analyst, at (510) 238-4735.

Attachment A – Classification Studies (Desk Audits) April 1, 2021 – June 30, 2021

Attachment B – Classification Specifications under review April 1, 2021 – June 30, 2021

**City of Oakland - Human Resources Management
Classification Studies**

ATTACHMENT A

	Department	Classification	Date Received	Date Complete	Days Elapsed	Pending 1+ yr?	Status
1	OPD	Police Services Technician II	10/24/2018			Yes	Anticipated completion by 7/16/2021.
2	ITD	Information Systems Specialist II	8/14/2019	6/30/2021	686	Yes	Completed.
3	HSD	Administrative Assistant I	10/24/2019			Yes	Anticipated completion by 7/30/2021.
4	FINANCE	Treasury Analyst III	11/19/2019	4/30/2021	n/a	Yes	Canceled, employee was promoted.
5	OPD	Police Records Supervisor	3/4/2020	6/30/2021	483	Yes	Completed.
6	OPD	Police Records Specialist	3/9/2020	4/5/2021	n/a	Yes	Canceled, employee was promoted.
7	EWD	Program Analyst II	3/11/2020			Yes	Anticipated completion by 7/23/2021.
8	FINANCE	Tax Auditor III	6/5/2020	6/2/2021	362	No	Completed.
9	PBD	Planner IV	8/4/2020	6/21/2021	321	No	Completed.
10	EWD	Project Manager	8/12/2020			No	Anticipated completion by 7/9/2021.
11	OPW	Administrative Assistant II	9/23/2020			No	Assigned; in initial stages
12	HSD	Data Entry Operator, Senior	10/27/2020	6/9/2021	225	No	Completed by consultant.
13	HCD	Mortgage Advisor	11/4/2020			No	Anticipated completion by 7/23/2021.
14	OFD	Fire Personnel Operations Specialist	12/29/2020			No	Assigned; in initial stages
15	OPW	Parking Meter Repair Worker	2/18/2021			No	Assigned; in initial stages
16	LIBRARY	Library Assistant, Senior	2/19/2021			No	Assigned; in initial stages
17	HRM	Benefits Coordinator	3/5/2021	6/30/2021	117	No	Completed by consultant.
18	PBD	Management Assistant	4/1/2021			No	Assigned; in initial stages
19	HSD	Program Analyst I	4/8/2021	6/30/2021	83	No	Completed by consultant.
20	HSD	Head Start Education Coordinator ???	4/21/2021			No	In progress by consultant.
21	PEC	Ethics Analyst II	5/25/2021			No	New assignment.
22	DOT	Sign Maintenance Worker	5/26/2021			No	New assignment.
23	OPW	Electrical Engineer II	6/11/2021			No	New assignment.

**City of Oakland - Human Resources Management
Status of Classification Specification Reviews**

ATTACHMENT B

CLASS	DEPT	TITLE	REP	TYPE	NOTES
CLOSED THIS QUARTER (8)					
EM177	OPW	Manager, Capital Contracts	UM1	SPEC REVISION	Approved at 4/15/2021 CSB Meeting
TBD	DOT	Streets & Sidewalk Construction and Maintenance Planner	TF1	NEW SPEC	Approved at 4/15/2021 CSB Meeting
TR190	OPW	Tree Worker	SC1	SPEC REVISION	Approved at 4/15/2021 CSB Meeting
ET111	CITYWIDE	Engineer, Assistant I	TF1	SPEC REVISION	Approved at 5/20/2021 CSB Meeting
ET112	CITYWIDE	Engineer, Assistant II	TF1	SPEC REVISION	Approved at 5/20/2021 CSB Meeting
TC115	FINANCE	Human Resource Operations Technician	TW1	SPEC REVISION	Approved at 5/20/2021 CSB Meeting
EM127	CLERK	City Clerk, Assistant	UM1	SPEC REVISION	Approved at 6/17/2021 CSB Meeting
ET130	PBD	Permit Technician I	SD1	SPEC REVISION	Approved at 6/17/2021 CSB Meeting
SCHEDULED (2)					
TBD	ITD	Custom Application Developer III	TBD	NEW SPEC	Scheduled for 7/15/2021 CSB Meeting
TBD	ITD	Oracle Application Developer III	TBD	NEW SPEC	Scheduled for 7/15/2021 CSB Meeting
PENDING MEET & CONFER (14)					
PS104	OFD	Captain of Fire	FQ1	SPEC REVISION	Finalizing spec revisions with OFD for L55 in August.
TBD	CAO	CPRA Attorney	TBD	NEW SPEC	Met with Local 21 on 5/20; in progress.
TBD	OFD	Crisis Intervention Specialist (MACRO)	TBD	NEW SPEC	Met with Local 1021 on 6/28; in progress.
PS116	DOT	Crossing Guard, PT	SI1	SPEC REVISION	Finalizing spec revisions with DOT for L1021 in July.
TBD	OFD	Emergency Medical Technician (MACRO)	TBD	NEW SPEC	For Local 1021 on 7/19.
TR146	DOT/OPW	Heavy Equipment Operator	SB1	SPEC REVISION	Met with Local 1021 on 2/22; in progress
AP221	LIBRARY	Library Aide	SD1	SPEC REVISION	Met with Local 1021 on 3/15; in progress
AP223	LIBRARY	Library Assistant	SD1	SPEC REVISION	Met with Local 1021 on 3/15; in progress
AP224	LIBRARY	Library Assistant, Senior	SD1	SPEC REVISION	Met with Local 1021 on 3/15; in progress
TBD	OFD	MACRO Program Manager	TBD	NEW SPEC	Met with Local 21 on 6/17; in progress.
MA140	OPW	Manager, Support Services	UM1	SPEC REVISION	For Local 21 on 7/15.
PS162	OPD	Police Communications Dispatcher	SC1	SPEC REVISION	Finalizing spec revisions with DOT for L1021 in July.
PP133	OPRYD	Recreation Leader II, PPT	SC1	SPEC REVISION	Met with Local 1021 on 11/23; City research is complete; will provide response in July
TBD	OPW	Tree Trimmer Crew Leader	TBD	NEW SPEC	Met 4/19 & 5/24 with Local 1021; in progress
IN PROGRESS (63)					
AF031	CITYWIDE	Accountant III	UH1	SPEC REVISION	Finalizing proposed spec revisions with departments
TBD	ITD	Application Developer IV	TBD	NEW SPEC	Finalizing proposed draft for department review
TBD	HRM	Benefits Supervisor	TBD	NEW SPEC	Drafting new class spec
PS107	OPD	Captain of Police	UN2	NEW SPEC	Collecting job analysis information for draft class spec
EM131	LIBRARY	Chief Curator of AAMLO	UM1	SPEC REVISION	Preparing proposed spec revisions for department
AP146	POLICE COMM	Complaint Investigator II	TW1	SPEC REVISION	Awaiting proposed spec revisions from department

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
TBD	OFD	CORE Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft
AP400	CAO	CPRA Policy Analyst	UM2	SPEC REVISION	Finalizing proposed spec revisions and title change with department
SC130	OPW	Custodial Services Supervisor I	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
EM135	OPD	Deputy Chief of Police	UN2	NEW SPEC	Drafting new class spec
AP252	CITYWIDE	Development Specialist III	TW1	SPEC REVISION	Preparing proposed spec revisions for department
EM103	FINANCE	Director of Finance	UK1	NEW SPEC	Drafting new class spec
EM264	DOT	Director of Transportation	UK1	NEW SPEC	Drafting new class spec
TBD	DOT	Director of Transportation, Assistant	TBD	NEW SPEC	Drafting new class spec per dept August 2020
ET114	CITYWIDE	Engineer, Assistant I	TF1	SPEC REVISION	Finalizing proposed spec revisions with department
PS119	OFD	Engineer of Fire	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
SS119	OPW	Engineering Intern	UG1	SPEC REVISION	Evaluation project is underway
ET125	DOT	Engineering Technician II (Office)	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
PP121	OPW	Environmental Services Intern	TW1	NEW SPEC	Evaluation project is underway
SS126	CAO	Executive Assistant to the City Administrator	U31	SPEC REVISION	Finalizing proposed spec revisions with department
EM224	OFD	Fire Division Chief	UU1	SPEC REVISION	Preparing proposed spec revisions for department review
PS129	OFD	Fire Fighter	FQ1	SPEC REVISION	Finalizing proposed spec revisions with department
PS139	OFD	Fire Investigator	FQ1	SPEC REVISION	Preparing proposed spec revisions for department review
EM168	OFD	Fire Marshal (Sworn)	UU1	SPEC REVISION	Finalizing proposed spec revisions with department
SC160	HSD	Head Start Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
TBD	CAO	Homelessness Administrator	TBD	NEW SPEC	Drafting new class spec
TBD	HSD	Home Base Visitor	TBD	NEW SPEC	In the queue for future meeting with Local 1021
TBD	HSD	Home Base Visitor, Supervising	TBD	NEW SPEC	In the queue for future meeting with Local 21
AP214	LIBRARY	Librarian I	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP217	LIBRARY	Librarian II	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AP220	LIBRARY	Librarian, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
PS194	OPD	Lieutenant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
SS140	LIBRARY	Literacy Assistant	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS141	LIBRARY	Literacy Assistant, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS142	CITYWIDE	Management Intern	TA1	NEW SPEC	Evaluation project is underway
SS153	CITYWIDE	Office Assistant II	SD1	SPEC REVISION	Integrating feedback from departments
TR164	OPD	Parking Control Technician	SC1	SPEC REVISION	In the queue for meeting with Local 1021

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
AF025	FINANCE	Parking Meter Collector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	FINANCE	Parking Meter Collector, Senior	TBD	NEW SPEC	Drafting new class spec; need union meeting date
TR168	OPW	Parking Meter Repair Worker	SB1	SPEC REVISION	Held one meeting with Local 1021; collecting additional information; will schedule a follow-up meeting when research has concluded.
TBD	FINANCE	Payroll Manager	TBD	NEW SPEC	Initiated survey work; will begin drafting class spec
SS164	CITYWIDE	Planning Intern/Housing Intern	UG1	SPEC REVISION	Evaluation project is underway
PS161	OPD	Police Cadet	UG1	NEW SPEC	Draft developed; pending supervisor review & department feedback
PS163	OPD	Police Communications Operator	SC1	SPEC REVISION	Meetings will resume with Local 1021
PS164	OPD	Police Communications Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
AP290	PBD	Process Coordinator II	SD1	SPEC REVISION	Finalizing proposed spec revisions with department
EM200	FINANCE	Purchasing Manager	UM1	NEW SPEC	Drafting new class spec
TBD	HCDD	Rent Adjustment Program Assistant/Coordinator	TBD	NEW SPEC	Drafting new class spec
AF059	FINANCE	Revenue Analyst, Principal	UM2	SPEC REVISION	Finalizing proposed spec revisions with department
AP460	DOT	School Traffic Safety Supervisor	UH1	SPEC REVISION	Finalizing proposed spec revisions with department
PS179	OPD	Sergeant of Police	PP1	NEW SPEC	Collecting job analysis information for draft class spec
TR175	OPW	Sewer Maintenance Leader	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR176	OPW	Sewer Maintenance Worker	SC1	SPEC REVISION	Future Local 1021 meeting date to be determined
TR186	OPW	Sign Technician I (Traffic Sign Maker)	SC1	SPEC REVISION	Finalizing proposed spec revisions with department
IS119	PBD	Specialty Combination Inspector	SD1	SPEC REVISION	Preparing proposed spec revisions for department
IS120	PBD	Specialty Combination Inspector, Senior	SD1	SPEC REVISION	Preparing proposed spec revisions for department
SS195	CITYWIDE	Student Trainee	UG1	SPEC REVISION	Evaluation project is underway
AF004	FINANCE	Tax Auditor I	SD1	SPEC REVISION	Preparing proposed spec revisions for department
AF022	FINANCE	Tax Auditor II	SD1	SPEC REVISION	Preparing proposed spec revisions for department
TR185	OPW	Traffic Painter	SB1	SPEC REVISION	Preparing proposed spec revisions for department
TR188	OPW	Tree High Climber	SC1	SPEC REVISION	Received proposed spec revisions from department; under review prior to submission to union
AP348	EWD	Urban Economic Analyst III	TW1	SPEC REVISION	Preparing proposed spec revisions for department
TBD	OFD	US&R Instructor, PT	TBD	NEW SPEC	Department reviewing proposed draft.
PENDING ASSIGNMENT (8)					
EM118	CITYWIDE	Assistant to the Director	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
MA113	CAO	Controller	UK2	DRAFT/REVISE	Pending analyst assignment
TR120	OPW	Custodian	SC1	SPEC REVISION	Discussion about revising MQs

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CLASS	DEPT	TITLE	REP	TYPE	NOTES
EM220	PBD	Director of Building & Planning	UK1	NEW SPEC	Pending analyst assignment
EM230	EWD	Director of Economic & Workforce Development	UK1	NEW SPEC	Draft pending CAO approval
EM154	HCDD	Director of Housing & Community Development	UK1	NEW SPEC	Draft pending CAO approval
SS120	ATTY	Exec Asst to Asst City Attorney	UM1	SPEC REVISION	UM1/UM2 follow up; update draft spec
NEW	CAO	Neighborhood Services Program Manager	TBD	NEW SPEC	Pending analyst assignment